



TRAVEL REQUISITION FORM

Employee Name	Kenneth Kimathi Miriti
Title	Stock Accountant
Department	OPERATIONS

Travel Purpose	Hand over duties as per Organization changes
Destination	Nairobi Terminal
From	Mombasa.
To	Nairobi
days	30

Travel Justification/Additional travel details e.g Attach Itinerary
Organization Changes

TYPE OF EXPENSE	DESCRIPTION	ESTIMATED BUDGET	
		Estimate cost	TOTAL
Airticket	MOMBASA-NAIROBI-MOMBASA	38,000	38,000
Hotel	RUSAM VILLA	2,500	75,000
Per Diem	Lunch / Dinner for one month	2,000	60,000
Entertainment	N/A	0	0
Any other	TRANSFERS MSA/NRB	1,000	3,000
Total Cost			176,000

Name

Employee Signature

Kenneth Kimathi

Signature

Date

3/12/2025

Supervisor Review
