



## KasnebPortal

### IMPREST APPLICATION MEMO

**Document No:** IM-20-21\_00015  
**Document Date:** 9/12/2020 12:00:00 AM  
**FROM:** Stephen Matu Gikungu

**SUBJECT:** ASSESSMENT VISIT TO EXAMINATION CENTRES

Assessment visit to centres in Nairobi

#### PART 1: PROPOSED TEAM:

P/No.	Name	Job Group	Entitlement	Unsurrendered
00222	Peter Kirobi Gachobe	LEVEL 06	11,200.00	0.00
00224	Stephen Matu Gikungu	LEVEL 06	11,200.00	0.00

#### PART 2: RESOURCE REQUIREMENTS:

##### PART 2.1: Subsistence Allowance

P/No.	Name	Job Group	Town	Entitlement Rate	Transport Cost	Time Period	Total Entitlement
00222	Peter Kirobi Gachobe	LEVEL 06	NAIROBI	11,200.00		1	11,200.00
00224	Stephen Matu Gikungu	LEVEL 06	NAIROBI	11,200.00		1	11,200.00

##### PART 2.2: Fuel Required

No.	Description	Work Type	Consumption Rate	Distance (KM)	Total Fuel
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##### PART 2.3: Maintenance Costs (From Transport Officer)

Reg No.	Description	Work Type	Last Maintenance Cost	Qty/Mileage	Expected Cost
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##### PART 2.4: Other Safari Costs

No.	Description	Required For/Purpose	Qty Required	Unit Cost	Total Amount
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#### PART 3: SUMMARY OF COSTS

**Project:** FY2020-21-Operating Budget for FY2020/2021

**Project Task:** 1025- Invigilation - Accreditation

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Budgeted Amount:	1,500,000.00
Remaining Amount:	1,500,000.00
Less This Entry	22,400.00
Remaining Amount:	1,477,600.00

PART 4: BANK DETAILS OF THE PROPOSED SAFARI IMPREST MEMBERS:

P/No.	Name	Bank Account No.	Bank Name	Branch
00222	Peter Kirobi Gachobe			
00224	Stephen Matu Gikungu			

Prepared By		Approver:	Michael Muthigani
Date	9/12/2020 7:57 AM	Date	9/14/2020 3:23 PM
Signature		Signature	
Head Of Department	James Nduati		
Date	9/14/2020 3:29 PM		
Signature			

