The Director General

KEMRI

P.O BOX 54840 – 00200

**NAIROBI**

17 June 2019

Thro’

The Ag. Chief ICT

P.O Box 54840 – 00200

**NAIROBI**

**Attn: DD(A&F)**

**RE: IMPREST SURRENDER / CLAIM FOR TRANSPORT EXPENSE INCURRED WHILE ATTENDING ERP TRAINING**

I was called for the Departmental ERP training in Nairobi from 23 to 24 of May 2019.

I used private means from Kisumu to Nairobi. I couldn’t use flight because I have infants .

It is in the light above that I humbly request for the refund for the transport expenses incurred while travelling on the said period.

Attached herewith is the email communication form Ag. Chief ICT further reference.

Thank you

Yours faithfully

Hellen Chepkirui

**P/NO. 21505**