**${txthead}**

# CLAIM FOR TRAVEL AND SUBSISTENCE ALLOWANCE

**(VOTED PROVISION)**

**NAME AND ADDRESS *${txtname}*****Job Group** *“${txtjg}”*

**Amount**

**AMOUNT CLAIMED (IN WORDS**): ***${txtamount\_in\_words***

***}***

${txtamount} 00

**I HEREBY CERTIFY THAT:**, the journeys for which travel allowances in claimed were undertaken whilst on official duty in my own motor vehicles.

Reg. No. ………………………………………. Make ……………………5……..…………. of………………..……………C.C.

1. The number of kilometres claimed by you since 1st July 20 …… exclusive of this claim totals …………………….………….
2. The amount claimed for subsistence allowance are

in accordance with and at the rates prescribed by existing Regulations and that I was not accommodated by a Government Officer

|  |  |  |
| --- | --- | --- |
|  | *${txtdesignation}* | *${txtdate\_travel}* |

*Signature of Claimant Designation Date*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *PREPARATION:*  *PREPARED BY:*  *DATE:*  EXAMINATION  Voucher Examined by ……………………………………………….  *Date ……………………………………………………………………* | | | | Internal Audit  …………………………………………………………………………..  ………………………………………………………………………….. | | | | | |
| *VBC CERTFICATE*  I Certify that the expenditure has been charged in the Vote Book and that adequate funds to cover it are available against the chargeable Items as shown here below.  Approved Estimates/Allocation –  *${txtvote\_id}*  *Item No. ………………... Ksh ${txtallocation}*  *Less* Total expenditure plus commitments *Ksh*. *${txtvote\_commited}*    Balance …………… *Ksh ${txtbal\_on\_commit}*  *Less:* This ENTRY – Vch No*. ${txtvoucher} Ksh ${txtamount}*    Balance ……. *Ksh ${txttotal\_balance}*  *Date………………………….Signature …………………………………...*  *ACCOUNTANT i/c. VBC* | | | | *AIE HOLDER CERTIFICATE*  I certify that the expenditure detailed overleaf has been incurred on Government service, was necessary, has been properly authorized and should be charged to the Item shown here below.  ………………………………….  *Signature*  *Date ………………………………………*  *AUTHORISATION*  I certify that the amount claimed for subsistence mileage allowance is according to existing regulations hotel rates charged are fair and reasonable and that expenditure is a proper charge to public funds I hereby AUTHORIZE payment of the amount claimed without any alteration which should be charged as shown below.  *Signature ………………………………………………………………………….*  *ACCOUNTING OFFICER*  *Date ……………………………………………….* | | | | | |
| Vote  ${txtvote} | | **Head**  *${txthead}* | | Sub-Head  *${txtsub\_head}* | | | Item  *${txtvoted\_item}* | | |
|  | Account No. | | Dept. Vch.  No. | Station | CASH BOOK | | | AMOUNT | |
| Vch. No. | Date | | Sh. | Cts. |
| ${txtfy} | ${txtvote} | | ${txtvoucher} |  |  |  | | ${txtamount} | 00 |

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TRAVEL

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Description of Payment | Reasons for Journey | K-.m. | | Rate | Amount | | | |
| *${txtdate\_travel}*  *${txtdate\_return}* | *Being Payments for the ${txtdescriptions*  *}* | *${txtparticulars}*  *${txtreturn\_info}* |  | |  | ${txtbus}  ${txttaxi} | | 00  00 | |
|  |  |  |  | | TOTAL | **${txtfare}** | | 00 | |
| SUBSISTENCE | | | | | | | | | |
| Dates | Names of Stations | Hotels, Clubs, Restaurants, etc. | | No. | Rate | | Amount | | |
| *${txtdate\_travel}*    to  *${txtdate\_return}* | *${txtdestination}* | *${txtvenue}* | | ${txtdays} | ${txtperdiem} | | ${txtsubsistence} | |  |
|  |  |  | |  | Sub-Total | | *${*txtsubsistence*}* | | 00 |
|  |  |  | |  | Total | | *${txtamount}* | | 00 |

CASH RECEIPT

*${txtamount}*

Received the amount of this claim as stated above and on the face hereof Sh. …………………………………….…….. Cts.

*Date …………………………………………….. Witness ………………………………… Signature ………………………………………………………………..*