

SAYI MAKOYE MLASA,
Examination Officer II,
Institute of Accountancy Arusha
P.O.BOX 2798,
Arusha, Tanzania.
04/03/2024.

Rector
Institute of Accountancy Arusha
P.O.BOX 2798,
ARUSHA.

Dear Rector

**RE: REQUEST OF SUBSISTENCE AND TRANSPORT ALLOWANCE AFTER
REPORT TO WORK 1,190,000/=**

Please refer to the headline above.

My name is Sayi Makoye Mlasa, am the new employee of Institute of Accountancy Arusha (**IAA**) for the position of Examination Officer II in Department ICT unit. I have received a letter to be assigned to a duty station on 02/02/2024 and to report duty station on 12/02/2024.

I have done all the procedures of the employer according to the instructions. I am asking for **1,190,000/=** to support myself.

I hope my request will be accepted.

NO	NAME		AMOUNT	TOTAL
•	SAYI MAKOYE MLASA	Subsistence Allowance	150,000 *7	1,050,000/=
		Bus Fare	65,000/=	65,000/=
		Transport Allowance	75,000	75,000/=
				1,190,000/=