

**Appendix 12: Imprest Accounting Form**

KENYA BUREAU OF STANDARDS

IMPREST ACCOUNTING FORM

NAME: Michael Wanyonyi BSPER: 1770 DATE: 25/1/2021 DESIGNATION: Driver

WARRANTNO: 1235

DEPARTMENT: ADM DIVISION: Transport DATE

OF DEPARTURE: 10/1/2021 DATE OF ARRIVAL: 23/1/2021 NUMBER OF

DAYS AUTHORIZED: 14 days

**EXPENSES**

- 1 Per Diem allowance ----- @Kshs ----- X ----- Days -----
- 2 Accommodation @ Kshs ----- per night for ----- Days -----
- 3 Meals\* -----
- 4 Railway/Bus fares Taxi\* -----
- 5 Petrol and Oil\* -----
- 6 Mileage allowance (motor car cc -----) @Kshs ----- Per Km for ----- Kms (From ----- To -----)
- 7 Sundries (attaché details)\* -----

IMPREST AMOUNT KSHS 68,600

TOTAL EXPENSES KSHS -----

OVER/UNDER EXPENDITURE KSHS -----

RECEIPT/PAYMENT VOUCHER NUMBER -----

1 I certify that the above information is true and correct.

IMPREST HOLDER Signature [Signature] date 25/1/2021

2 I certify that the imprest is properly accounted.

HEAD OF DEPARTMENT/GM ETC Signature [Signature] Date 25-01-2021

3 I certify that the above imprest is properly accounted.

For: FINANCE OFFICER Signature ----- Date -----

\* Receipts supporting the expenditure should be attached  
(PASSPORT/AIR TICKET, RECEIPTS, VISA, LOGBOOK, WORK TICKET, ATTENDANCE  
REGISTER, CERTIFICATE OF PARTICIPATION etc)