

Date.....

TRIP TO.....

DATES FROM..... 2018 2018

PURPOSE.....

AUTHORIZED BY.....

Authorised expenditure limits(which does not require receipt to be attached					
NAIROBI	Super	Kshs.400/=	EMBU	Super	Kshs.300/=
	Lunch	Kshs.400/=		Lunch	Kshs.300/=
	Breakfast	Kshs.200/=		Breakfast	Kshs. 200/=
	Lodging	Kshs.500/=			

ADVANCES BY COMPANY

CASH.....

EXPENSES.....

BALANCE DUE EMPLOYEE.....

BALANCE DUE COMPANY.....

SIGNATURE BY
EMPLOYEE

[illegible]

APPROVAL BY HEAD
OF DEPARTMENT

[illegible]