

APPLICATION FOR SAFARI IMPREST

Ref. PF No.

A. To be completed by the Applicant

B. (induplicate)

- 1. Name as per payroll Travelling to
- 2. Designation 3. Department
- 4. Check Number 5. Salary Scale
- 6. Traveling allowance rate per day
- 7. Purpose of Traveling
.....
.....
- 8. Starting date of departure
- 9. Expected date of Return
- 10. Total number of nights to be spent Bus fare/Train/Air/Marine
Shs..... On transit
- 11. Total amount payable Shs.....
- 12. I hereby certify that the particulars given above are correct to the best of my
knowledge and that I have no previous outstanding.

Date Signature
(Applicant)

B. To be completed by Accountant-in-charge, Cash Office

- 1. The above officer has no outstanding imprest/has an outstanding imprest of
Shs.....

Date Signature
(Accountant)

C. To be completed by the Head of the Division:

The above Imprest has been authorised by me and shs.....is
recommended to be met from item

Date Signature
(Head of the Division)

D. Approval by Accounting Officer

- 1. The imprest of shs.is approved/ not approved.
- 2. This imprest must be retired before Failing of which the officer will be
liable to pay a surcharge of 10% of the unretired amount monthly until the whole
imprest is retired fully.
- 3. Unspent balance (if any) must be refunded in cash.
- 4. No further stay above the requested days without the consent of the Accounting
Officer

Date Signature
(Accounting Officer)

For Cash Office Use Only:

Imprest No.P.V. No Amount Paid

Note: Any outstanding Imprest as at 30th of June shall be displayed in the Financial
Statement as Receivables (Pre-payment).

Copy to: Warrant Holder for commitment entry in the Vote book.

RETIREMENT OF SAFARI IMPREST

A: To be completed by the Applicant:

1. Name:.....
2. Department:.....
3. Check Number:.....
4. Date of Commencement of safari:..... ended on
5. Nature of Journey:.....
.....
.....
6. Traveling allowance rate per day:.....
I hereby certify that I traveled to:..... where I stayed for
.....Nights. Therefore I am Submitting an expenditure account of
Shs.....as shown below.

Date of Departure	Place	Date of Arrival	Place	Number of nights	Rate of Allowance	Total Allowance
Sub Total						

- Add:** (a) 50% on transit allowance (para 4 of Staff Circular No.1 of 2005)
.....
- (b) Bus/Train/Air/Marine Tickets
- (c) Other documentary expenses
- (d) Attach Bus/Train/Marine Tickets as the case may be.

Total Claims

Date:.....
.....
(Signature of Applicant)

B: AUTHORIZING OFFICER'S CERTIFICATE

I certify that Ndugu travelled to where he/she stayed for nights. I authorize payments of his/her claim to the extent of Shs..... only. The claim is payable from my item

Signature..... Designation

Date:.....

C: Retirement recorded as Expenditure in the year

Signature

Chief Accountant

Note: If you used Government transport, the retirement should be accompanied by the driver's Retirement particulars.