

TO: The Accounting Officer/Warrant Holder,  
Sub-Warrant Holder.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RETIREMENT OF IMPREST**

Name of Officer \_\_\_\_\_ Designation \_\_\_\_\_  
 Ministry/Region \_\_\_\_\_  
 Division/District \_\_\_\_\_  
 Date of Commencement of Safari \_\_\_\_\_ terminated on \_\_\_\_\_  
 Imprest No. \_\_\_\_\_ of 20 \_\_\_\_\_ for Shs. \_\_\_\_\_ issued at \_\_\_\_\_

**OFFICER'S CERTIFICATE**

I certify that I travelled to \_\_\_\_\_ where I stayed for \_\_\_\_\_ Nights.  
 I am therefore, entitled to Subsistence Allowance of Shs. \_\_\_\_\_ Plus  
 Incidental Expenses of Shs. \_\_\_\_\_ Arrived at as follows:-

Date of Departure	Place	Date of Arrival	Place	Number of Nights	Rate of Allowance	Total Subsistence

Add: Incidental Expenses payable under Paragraph 6 of Staff Circular No.6 of 1976.

Total Claim - Shs.						

Officer's Signature .....

**AUTHORISING OFFICER'S CERTIFICATE**

I certify that Ndugu \_\_\_\_\_ travelled to \_\_\_\_\_  
 Where he/she stayed for \_\_\_\_\_ Nights. I authorize payment of his/her claim to  
 the extent of Shs. \_\_\_\_\_ Only. The claim as payable from my Item \_\_\_\_\_

Signature: ..... Designation: ..... Date: .....