

**CLAIM FOR SUBSISTENCE ALLOWANCE AND RETIREMENT OF TRANSPORT CHARGES AND OTHER INCIDENTAL EXPENSES**

Part: I Particulars of claimant

Name:.....

Voucher No: .....

Man No: .....

Date: .....

Designation:.....

Department:.....

Allocation code.....

Ministry /Province:.....

Postal Address:.....

Dr.....

Checked by: .....

(Name and Signature)

Date	Date departed from	departed from	Date	Arrived at	Purpose of journey	No. of nights	Rate per night	amount
(a) Subsistence Allowance								
(b) Transport charges and other incidental expenses (give details and attach receipts)								
Authority					Total K			

NOTE: Where claim is in respect of hotel bills, receipted accounts must be attached together with proof that cheaper accommodation was not available.

**Part II**

I certify that the journeys were under taken on government business

\_\_\_\_\_ (signature of claimant)

**Part III**

Certificate by supervising officer

I certify that the journeys were authorized and that the claim is correct in every detail

\_\_\_\_\_ (Signature of supervising officer)

**PART IV**

Certificate by permanent secretary or head of department

Payment of the claim is authorized \_\_\_\_\_

Station: \_\_\_\_\_ signature of Permanent Secretary or Head of Department

Date: \_\_\_\_\_ \*(Ministry/Province/Division/Department)

NOTE: Code should include Man No. of the Officer.

\*Delete as appropriate