

Ref. No.....

Date:.....

APPLICATION FOR SPECIAL IMPREST

(To be completed by officer proceeding on duty outside their station in triplicate)

PART 1

Application

I (Name).....(Designation)

Man No

Of the (Ministry / Department / Stationed at)

.....(Place) hereby apply for a special

Imprest of *\$ / K to enable me travel

to(state place to which proceeding) on duty)

.....(State nature of duty)

I am expected to be away for a period of nights and I am eligible to

Receive subsistence allowance at the rate of *\$/K..... per night. The amount of

Imprest does/does not take into account transport charges / cost of fuel for the journey

Amounting to \$/K..... which is being approved separately.

2. I have no balance outstanding previous imprests / the following balances outstanding from previous imprest issued to me.

No	Date issued	P.V. No.	Amount of imprest *\$/K	Already accounted for *\$/K	Balance outstanding *\$/K	Notes on recoveries being made

Date:

.....

Signature of applicant

PART II

Decision of Permanent Secretary or Head of Department

*Approved / Not approved

Cabinet Authority:

(For journeys outside Zambia only)

*Permanent Secretary or Head of Department

Date and Official Seal

PART III

(To be completed by Accounting Officer and returned to Applicant)

Payment approved Cheque No. for K.....

Is forwarded to enable you to collect your travelers cheques. Code No.....

This imprest must be retired within 24 hours of your return to your station vide Financial order No.186

Date:.....

*Delete as necessary

Signature of accounting officer

Note: Code should include Man No. of the officer