

To: **The Accounting Officer/Warrant Holder
Sub - Warrant Holder.**

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RETIREMENT OF IMPREST.

Name of Officer..... Designation
Ministry/Region.....
Division/District.....
Date of Commencement of Safari..... Terminated on
Imprest No.of 20.....for Tshs..... Issued at.....

OFFICER'S CERTIFICATE

I certify that I traveled towhere I stayed fornights.
I am therefore entitled to subsistence allowed of Shs. plus incidental
expenses of Tshs. arrived at as follows:-

<i>Date of Departure</i>	<i>Place</i>	<i>Date of Arrival</i>	<i>Place</i>	<i>No. of Nights</i>	<i>Rate of Allowance</i>	<i>Total Substance Allowance</i>
Add: Incidental Expenses payable under paragraph 6 of Staff Circular No. 6 of 1976						
Total						

Total Claims Shs:
Officer's Signature:

AUTHORIZING OFFICER'S CERTIFICATE

I certify that Ndugu Travelled towhere
He/She stay fornights I authorize payments of his/her claims to the
extend of Shs.....only. The claims is payable from my item:.....

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