



TAITA TAVETA UNIVERSITY

P.O. Box 635 - 80300, Voi Kenya. Telephone: (020) -2437266

Transport Department

CLAIM FOR TRAVELLING EXPENSES

(Complete in Duplicate)

Name....PF No.....Department.....

Car Reg. No.....H.P or CC.....Total Mileage claim in Km

Cost per Km..... Total Claim in Ksh.....

Expenditure chargeable to account on.....Account No.....

Signature of claimant.....Date.....

DATE	FROM – TO	PURPOSE	REMARKS
TOTAL			

I certify that the above constitutes a correct record of journeys made on University business. No suitable transport was available.

Signature.....Date.....

Certified and approved for Payment by Head of Transport Department



TTU is ISO 9001:2008 Certified

Home of Ideas