

**KENYA FORESTRY RESEARCH INSTITUTE**

**MEAL EXPENSES CLAIM**

**Station: …………………………….**

**Department/Division: …………………………….**

**Date: …………………………………**

I Dr/Mr./Mrs./Miss/……………………………………P/NO………………………Job group

Hereby claim Kshs………………………………..being meal expenses while on official duties outside the station at the following place indicate below:

Applicant signature………………………………..

I certify that the claimant did perform official duties at the place and on the duties outside the places and on the dates indicated below.

Approved by HoD ……………………….

Approved by RD/OiC (for eco-regions) …………………………….

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| --- | --- | --- | --- | --- |
| **Date** | **Time of departure** | **Place** | **Nature of work** | **Time returned** |
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