

 **KENYA FORESTRY RESEARCH INSTITUTE**

 **TRAVEL AUTHORIZATION (TA) FORM**

1. **Personal details and Travel Details**

Name of applicant……………………… Station: ......................................

Designation: …………..Personal No: .....… Job Group: .........

Project Activity/Name: ………………………………………………………

Imprest Applied of Kshs: …………………………………

In words: ………………………………………………………………………………..

Nature of duty (give details) and location:

………………………………………………………………………………………….

………………………………………………………………………………………….

……………………………………………………………………………………………

Estimated number of days way from office…………………………

Signature of the applicant: ............................. Date: ...........................

2. I certify that there are funds to carter for this trip

……………………………………..

**Centre Accountant**

3. I hereby authorize the trip and confirm that the journey is necessary and official ……………………………………….

**RD/OiC**

4. I acknowledge receipt of Kshs………………………………………………………which I undertake to surrender after the trip, failure to which the centre director will request the Director KEFRI to recover the equivalent of this Imprest taken by myself, from my salary and remit the same to the sub-centre,in addition to any action that may be preferred against me.

Payment received…………………………………..Date…………………………..

 **Imprest holder signature**

**CONDITIONS OF ISSUE OF IMPREST**

1. This warrant must not be authorized unless and until all previous imprest have been surrendered and fully accounted for.
2. This warrant should not be approved unless the chargeable item has/have sufficient funds to meet the resultant expenditure.
3. Imprests must never be treated as loans or personal advances and where one has failed to account for an imprest on due date his entire salary must be utilized until the whole debt is liquidated.
4. Imprests will be issued and accounted for in accordance with regulations in force from time to time.
5. In case of imprest issued for overseas travel, holder should within 72 hours compete the certificate given here below to facilitate on their actual entitlement based on their per diem rate.

I certify that I was on official duty in………………………….. for …………………………. Days from ……………………… to …………….. and now surrender the imprest advanced.

…………………………………………….

Imprest holder