



Subsistence Allowances Voucher

P7

Organisation No.

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Ministry/Department

Event Number	Custom Code	FP	Commitment Reqn No.	Accounting Period	Fiscal Year	Year	month	Day
					20	20		

Name of Officer

(a) Total Subsistence Allowance as per overleaf \$

(b) Total Actual Expenses as per overleaf \$

Total Subsistence and Actual Expenses \$

I hereby certify upon honour that I was travelling on duty on the day(s) specified and that the expenses claimed under (a) are in accordance with the Staff Orders for the Public Service, 1976, and have been actually paid by me

Claimant

Date

I hereby certify that I have examined the claim and found it to be proper and in accordance with the regulations

Certifying Officer

Date

CLASSIFICATION	LINE NO. 01	LINE NO. 02	LINE NO. 03
Function/Subfunction			
Programme/SubProg			
Activity/Project			
Sub-Activity/Project			
Object/Sub Object			
Internal Classification			
Internal Organisation			
Parish			
Amount \$			
Amount in Words		Payee No.	Cheque No.
			Total \$

Voucher Processing Details

Checked by

Posted by

Authorisation (Finance &Accounts Division/Branch/Unit) (Accountable Officers)

I certify that this voucher has been properly prepared ,the payee entitled to the amount stated herein, the calculations are correct ,according to regulations and contract, and that funds are available.

Certifying Officer

Authorising Officer

(a) Subsistence Allowance

[illegible]

(b) Actual Expenses

[illegible]