



# Transport Allowances Voucher

P6

Organisation No.

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Voucher Number

P V

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Ministry/Department

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

Name of Officer ..... Make of Vehicle .....

Motorear Commuted/Upkeep allowance at .....per annum \$  
Or Actual Mileage .....at .....per Km \$  
Motorcycle Passenger Mileage .....at .....per Km \$  
Toll Charge..... \$

Total \$

I hereby certify upon honour that I have, during the month of .....performed the travelling set out overleaf and have kept as my own property a .....for which the allowance as provided in the Staff Orders for the Public Service, 1976 is payable to me, and that the said.....has not been let out for hire. I further certify upon honour, that all travelling and toll charges on private business or pleasure has been excluded from the total mileage making up this claim

Signature of Claimant

Date

I hereby certify that I have examined this claim and found it to be for travelling on duty only, and the trips made, mileage run and toll charges have been necessary for the proper performance of the officer's duties

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			
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



[illegible]