

ISIOLO COUNTY GOVERNMENT

LOCAL TRAVEL NOTICE

(For use by all County Related Tasks)

- 1. **SECTOR/DEPARTMENT/SECTION..... DATE**
- 2. **OFFICER TRAVELING.....**
- 3. **DESIGNATION.....P/No.....**
- 4. **ACCOMPANYING (i)**
OFFICERS (ii)
(iii)
(iv)
- 5. **PURPOSE OF TRAVEL.....**
.....
.....
- 6. **INVITATION LETTER/AUTHORITY TO UNDERTAKE ACTIVITY (To be attached)**
.....
- 7. **PLACE(S) TO VISIT**
- 8. **DEPARTURE DATE & TIME.....**
- 9. **RETURN DATE & TIME.....**
- 10. **VEHICLE AVAILABLE, No. MAKE.....**
- 11. **OTHER MODE OF TRAVEL IF NO PUBLIC VEHICLE**
- 12. **ESTIMATED COSTS OF THE TRAVEL**
.....
- 13. **ACCOUNT(S) CHARGEABLE.....**
- 14. **SIGNATURE OF OFFICER TRAVELING**
- 15. **CIRTFICATE THAT PREVIOUS IMPREST HAS BEEN SURRENDERED.....**
IMPREST OFFICER
- 16. **TRAVEL RECOMMENDED BY.....**
(HEAD OF SECTION/DEPARTMENT)
- 17. **TRAVEL APPROVED.....**
(DEPARTMENTAL/SECTION HEAD)

NOTE:

- 1. The form to be filled in duplicate. One copy to be placed in the travel File and the other for accounting.
- 2. To be completed for each Safari separately Three (3) working days before starting the journey.

(A) ACTUAL DATE & TIME RETURNED.....

(B) TRAVEL OUTPUT.....

Before an officer embarks on another safari a report on the travel output should be provided and a copy be placed in the travel file/county treasury.