

**APPLICATION FOR SAFARI IMPREST**

Ref...TYR/.....

**A. To be completed by the applicant (in Duplicate)**

- 1. Name as per payroll.....
- 2. Designation..... (3) Department.....
- 4. Check Number.....(5) Salary Scale.....
- 6. Subsistence Allowance rate per .day.....
- 7. Details of safari: -

- (a) Date of leaving Station.....(b) Date returning to station.....
- (c) Place to be visited (with dates). ....
- (d) Purpose of Safari.....

**8. Details of imprest required: -**

- (a) Subsistence allowance for ..... Nights each... .....Tshs.....  
per night.....Tshs.....
- (b) Incidental expenses (i) Taxi fare.....Tshs.....  
(ii) Bus/train/fare.....Tshs.....  
(iii) Airport charges.....Tshs.....  
(iv) Other expenses.  
(Give details).....  
Total Amount Tshs. ....

Date.....Signature.....  
(Applicant)

**B. To be completed by Accountant in-charge examination/pre audit**

- 1. The above officer has no outstanding imprest
- 2. The above officer has the following outstanding imprest.....  
Date.....Signature.....  
(In-charge- examination/pre audit)

**C To be completed by the Head of Division**

The above safari has been authorised by me, and safari imprest of Tshs.....  
is recommended to.....and back.....  
Date.....Signature.....  
(Head of Division)

**D Approval by Accounting Officer**

- 1.The above safari and imprest of Shs.....are approved/ not approved
- 2.this imprest must be retired before. ....falling which the officer will be liable to pay surcharge of un retired amont until the whole imprest is retired
- 3.Unspend balance if and must be refinded in cash or in foreign exchange as the case may be.
- Date.....Signature.....
- Imprest No.....PV. No.....Amount.....