29th November 2016

THE CHIEF EXECUTIVE OFFICER,

NG-CONSTITUENCIES DEVELOPMENT FUND BOARD,

P.O.BOX 46682-00100

Nairobi.

Dear Sir,

**RE: SURRENDER OF IMPREST FOR TRAINING AT WESTON HOTEL FROM 23RD TO 25TH OF NOVEMBER 2016**

The above subject refers.

Attached kindly find surrender documents for imprest warrant No 2066132 of Ksh 457,900.

The training took place at Weston hotel and had 10 Fund managers.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ITEM | No | Scale | Duty Station | Rate | Days | Total |
| Per Diem for Fund Manager | 8 | 6 | Kaiti, Bumula, Chesumei, Jomvu, Kasipul, Kirinyaga Central, Lugari and Likoni | 11,200 | 4 | 358,400 |
| Per Diem for Fund Manager | 1 | 8 | Turkana Central | 6,300 | 6 | 37,800 |
| Per Diem for Fund Manager | 1 | 6 | Kipipiri | 6,300 | 4 | 25,600 |
| Transport refund To and from station and daily to the venue | 2  3  4  1 |  | Likoni and Jomvu  Kaiti, Kirinyaga Central and Kipipiri  Bumula, Lugari, Kasipul and Chesumei  Turkana South | 5,000  1,500  3,500  8,000 |  | 10,000  4,500  14,000  8,000 |
|  |  |  |  |  |  | 457,900 |

Yours Faithfully,

Caroline Kariuki

Fund Account Manager

Kipipiri CDF