

TEACHERS SERVICE COMMISSION

Telephone: Nairobi
312067/68/78/89/91/93/96,31
2123/32/45/312418/23 &
312535
Telegrams: "MWALIMU".
Nairobi



TSC HOUSE
KILIMANJARO ROAD
UPPER HILL
PRIVATE BAG
NAIROBI, KENYA

Date:.....

FORWARDED BY

PRINCIPAL/DEO/PDE.....

SUBSISTENCE ALLOWANCE WHEN TRAVELLING ON DUTY OUTSIDE KENYA(TO BE COMPLETED IN DUPLICATE.

TSC NO

NAME

JOB GROUP

BANKBRANCH.....

ACCOUNT NUMBER

COUNTRY TO VISIT

DATE OF DEPARTURE.....

DATE OF RETURN

TOTAL NO. OF DAYS TO BE AWAY.....

FOR OFFICIAL USE ONLY

RATE APPLICABLE

AUTHORIZATION

I hereby authorize payment of the sum below to be debited to the L.T and overseas Travel Vote

AMOUNT

DATE.....

Notes

1. The dates of departure and return mentioned above must correspond with the ones stamped by the immigration department of Kenya and the visiting country on the passport.
2. All claims must be submitted to the Secretary through respective Heads of Institutions at least two weeks before the date of departure..
3. The claims must be accompanied by the necessary supporting documents i.e. schedule of course ,programmes seminars e.t.c

4. Claims should not be submitted after the teacher completes the course.