

TEACHERS SERVICE COMMISSION

Telephone: Nairobi
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 Telegrams: "MWALIMU".
 Nairobi
 When replying please quote
 Ref.N^o: TSC /



THE BAZAAR
 MOI AVENUE/BIASHARA
 STREET
 PRIVATE BAG
 NAIROBI, KENYA
 DATE.....

TRAVELLING EXPENSES CLAIM FORM
 (FORM TO BE COMPLETED IN DUPLICATE)

NAME.....TSC NO.....
 INSTITUTION.....GRADE.....

 PAYPOINT.....
 ACCOUNT NO.....

DATE	DETAILS OF JOURNEY, HOTEL EXPENSES	DISTANCE	AMOUNT	CTS
	TOTAL			

Reason (s) for the journey.....
 I certify that the expenses are in accordance with TSC Regulations Chapter 11 (Paragraph 6-8)

DATE.....SIGNATURE OF CLAIMANT.....

The above claim is genuine

DATE.....SIGNATURE OF HEAD OF INSTITUTION.....

Notes

- All claims must be accompanied by necessary receipts and invoices.
- The claim must be signed by The Head of Institution.
- The distance covered, capacity and vehicle registration should be indicated and copy of the log book attached where an officer uses his/her own vehicle.
- Authority letter from TSC Agent should be attached in case of hiring vehicle. (Which should be prior to the hiring)
- Claims by the head teachers should be forwarded by either PEO/DEO.
- Claims should be submitted within three months period.
- In case of interviews, attach 2 copies of interview invitation letter.