



REF: SEKU/FPD/FO/CLAIM FORM/3

**SOUTH EASTERN KENYA UNIVERSITY**P. O. BOX 170-90200  
KITUI, KENYATEL. 020-2413859 (KITUI)  
020-2531395 (NAIROBI)**CLAIM FORM FOR MILEAGE, MEAL AND SUBSISTENCE ALLOWANCE****A. CLAIMANT'S PARTICULARS**

Name: ..... Payroll No: .....  
 Designation: ..... Grade: .....  
 School/Faculty/Section: ..... Department: .....

**B. MOTOR VEHICLE:**

Registration No: ..... Cubic Capacity: .....  
 Mile/Kilometer reading beginning of period ..... End of period .....  
 Mileage claimed for the journey of (Mile/Kilometers): .....

**C. DETAILS OF THE JOURNEY**

Date of Departure ..... Time .....  
 Date of Return ..... Time .....  
 Purpose of the Journey .....

**D. AMOUNT OF CLAIM:**

Miles/Kilometers: ..... @ ..... Kshs: .....  
 Subsistence: ..... Days: ..... @ ..... Kshs: .....  
 Others (specify) ..... Kshs: .....  
 Total Claim Kshs .....

**E. CLAIMANT'S CERTIFICATION:**

I hereby certify that the journey(s)/ subsistence itemized above were undertaken by me solely in the interest of the University and that all relevant documents where applicable have been attached. The claim takes into consideration the maximum amount of allowance claimable for the grade and capacity of my vehicle.

Name: ..... Signature: ..... Date: .....

**F. HEAD OF DEPARTMENT/SECTION:**

Having examined this claim, I certify that this claim was necessary and have my approval.

Signature: ..... Date: .....

(Head of Department/Section)

Signature: ..... Date: .....

**G. APPROVAL**

The claim is hereby approved/rejected.: ..... Date: .....  
 (Vice Chancellor / Deputy Vice Chancellor (Finance, Planning & Development))

**H. AUTHORIZATION:**

Finance Officer: ..... Date: .....

**I. FOR AUDIT USE ONLY:**

The regulations governing the claims have been followed and to the best of my knowledge the charges there on are correct.

.....  
 Internal Audit

**APPROVED RATE EFFECTIVE 9<sup>th</sup> APRIL 2018**  
**DAILY SUBSISTENCE ALLOWANCE**

SEKU Council approval	Council Approved Cluster 1	Council Approved Cluster 2	Council Approved Cluster 3
SEKU Council approval grading	Nairobi, Mombasa and Kisumu	County Headquarters, Malindi and Naivasha	All other towns
1 – 7	6,300	4,900	4,200
8 – 11	11,200	8,400	7,000
12 – 14	14,000	10,500	8,400
15 – 17	16,800	12,600	10,500
18	18,200	14,600	12,500

**MILEAGE ALLOWANCE MEAL ALLOWANCE**

Car Engine Capacity (CC)	Rate per KMs (Kshs.)	Grade	Meals Allowance (Kshs.)	Grade	Meals Allowance (Kshs.)
Up to 850	20.95	1-2	500.00	Lecturer & Equivalent – (12)	1,000.00
851-1050	23.80	3-4	500.00	Senior Assistant Registrar & Equivalent – (13)	1,000.00
1051-1250	28.75	5	750.00	Senior Lecturer & Equivalent – (13)	1,500.00
1251-1350	31.95	6	750.00	Deputy Registrar & Equivalent – (14)	1,500.00
1351-1450	34.25	7	750.00	Associate Professor & Equivalent – (14)	1,500.00
1451-1650	38.60	8	750.00	Professor & Equivalent – (15)	1,500.00
1651-1800	43.15	9	750.00	Registrar & Equivalent – (15)	1,500.00
		10	750.00		
		Assistant Lecturer & Equivalent – (11)	1,000.00		
		Assistant Games Tutor & Equivalent – (11)	1,000.00		
		Assistant Registrar & Equivalent – (12)	1,000.00		

- (i) Prior approval is required from the DVC (FPD) before embarking on any trip that requires the support of the University.
- (ii) Mileage claims should be strictly submitted within the calendar month, immediately after the journey. Claims submitted in arrears will automatically be time barred for payment.
- (iii) Claim for mileage must be supported by a copy of log book of the vehicle used.
- (iv) Mileage claims will not be acceptable as a means of accounting for an advance unless the amount claimed was included in the estimates for journey, in such cases, the relevant supporting fuel bills should be attached.
- (v) Subsistence allowance will be reimbursed up to the amount spent on production of relevant supporting documents such as receipts or alternatively be paid as non-accountable at rate applicable to one.