Public Officers Loan & Travelling Allowances Regulations, 1979

STATEMENT OF TRAVELLING

I hereby certify that during the Month of ..... the extent of my travelling in the performance of my public duties has been as follows:-

Date	Total Distance Travelled	PARTICULARS	Type of Vehicle Used	Amount Claimed $ c.

I further certify that all travelling on private business or pleasure has been excluded from the total distance travelled as set out in this claim.

Signed .....

Date .....

CERTIFICATE BY HEAD OF DEPARTMENT

I hereby certify that I have examined this claim and have found it to be in respect of travelling on public duty only and by the type of vehicle specified and that the journeys made and distances involved have been necessary for the proper performance of the officer's duties.

Signed .....
Head of Department

Date .....