

HARAMAYA UNIVERSITY

Travel Plan

1. Of the purpose: provide a detailed description of the purpose travel by
Indicating the task you intend to accomplish

2. Travel schedule details (indicate the names of towns and the administrative regions)
for departure and destination points during the course of travel.

No	Departure			Destination			For finance office only	
	From	Date	Time	Breakfast	Lunch	Dinner	No. of days	Total Per-diem
1								
3								
4								
5								
6								
7								

Refers to trips list considering departure and destination between any two towns

3. Estimated travel costs

- a) Vehicle Plate No. _____ Fuel consumption rate (km/litre) _____
 b) Estimated total distance to cover _____
 c) Estimated fuel cost _____
 d) Incidental costs (e.g. tyre maintenance)

Authorized by

- Director /College Dean

a. Name -----

b. Signature -----

Stamp -----

- Department Head /Team Leader

a. Name -----

b. Signature -----

Stamp -----

4. Deliverables upon return within a maximum of a week

- Detailed trip reports describing what has been achieved and the justification for any deviation from the initial plan.

- Legal (acceptable) receipts against all kinds of expense unless clearly justified

Note: The trip authorizing person must make sure that the assigned driver has accounted for any preceding expense before signing.