

## APPLICATION FOR LEAVE OF ABSENCE

ONE COPY of this leave application form should be submitted to the vice-chancellor's Office **ONE MONTH** before the date on which leave is due.

1. NAME: Prof. Nzioka John Muthama
2. DEPARTMENT: METEOROLOGY
3. DESIGNATION/CURRENT APPOINTMENT: Associate Professor

4. Nature of Leave

PAID LEAVE     UNPAID LEAVE     SABBATICAL LEAVE

I wish to apply for permission to be away from the university from 8<sup>th</sup> to 9<sup>th</sup> June 2016 for the following purpose: **to attend a MESA Regional Awareness Workshop for policy and decision makers in Addis.**

5. Physical Address: Department of Meteorology, CBPS, Chiromo Campus
6. Postal Address: P.O. Box 30197-00100, Nairobi
7. Email Address: jmuthama@uonbi.ac.ke

8. SOURCE OF FINANCE:

Sponsor: MESA

Mode of travel: Air

Travel expenses: MESA

Accommodation expense MESA

Medical Cover provider and amount: \$15,000

9. Salary and allowance provider and amount: \_\_\_\_\_

10. Availability of funding

Confirmed/Not confirmed

Signature:

Finance Officer:

11. During my absence my teaching and administrative assignments will be performed by

Prof. J. Ininda

Signature:



Date: June 3, 2016

12. To be completed by the **CHAIRMAN OF DEPARTMENT**

Comments: ARRANGEMENT HAS BEEN PUT IN PLACE TO SUPPORT HIS WORK

Prof./Dr./Mr./Mrs./Miss. Muthama has been away from the Department on the following occasions over the last three (3) years.

	<u>Date</u>	<u>Purpose</u>	<u>Place</u>	<u>Duration</u>
1.	Feb. 2016	To attend a meeting	Mauritius	3 days
2.	Feb. 2016	To attend a meeting	Gaborone	3 days
3.	Dec. 2015	To attend COP21	Paris	12 days
4.	Feb. 2015	To attend a meeting	Cape Verde	3 days
5.	Dec. 2014	To attend a meeting	Niger	4 days
6.	Oct. 2014	To attend a meeting	Botswana	6 days
7.	Sep 2014	To attend a workshop	Kampala	2 days
8.	May 2014	To attend a meeting	Zimbabwe	4 days

Leave of absence requested ~~will~~/will not affect departmental functions adversely. I recommend/do not recommend leave of absence.

Signature: Arealorberts Date: 03/06/16

**CHAIRMAN, DEPARTMENT OF: METEOROLOGY**

13. To be completed by the **DEAN/DIRECTOR OF SCHOOL/INSTITUTE**

I recommend/do not recommend leave of absence.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

14. To be completed by the **DEPUTY VICE CHANCELLOR (ADMINISTRATION AND FINANCE) OR PRINCIPAL OF THE COLLEGE**

I recommend/do not recommend leave of absence.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Or**

**DVC (A&F) /DVC(AA)/ DVC(SA)/DVC(REP)**

I recommend/do not recommend leave of absence.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**15. Approved/Not Approved**

\_\_\_\_\_  
VICE-CHANCELLOR

Date:	Monday, 30 May 2016
Agency Reference Number:	CCZ216

### Your Travel Itinerary

Travellers	Frequent Flyer Numbers
* MUTHAMA/JOHN(Adult - ADT)	

Tuesday, 07 June 2016			
<b>Flight</b>	KQ400 - Kenya Airways		HK - Confirmed
	Confirmation Number For Kenya Airways		7AG7DX
<b>Class</b>	T - Economy		Non Stop
<b>Departs</b>	07:20	Jomo Kenyatta Intl, Nairobi Kenya	NBO Terminal 1A
<b>Arrives</b>	09:20	Bole Airport, Addis Ababa Ethiopia	ADD Terminal 2
	Flying Time	2:00	Carbon Emission: 221.00 kgs
	Equipment	EMBRAER 190	
	Services	Non-Smoking	
	Meal	Meal	
	Comments	*Baggage Allowance : Adult-2PC *Contact airline to confirm <u>baggage allowance</u> .	
	Ticket Number	Seat	Special Meals
* MUTHAMA/JOHN	7062287927790(Electronic)		

Friday, 10 June 2016			
<b>Flight</b>	KQ401 - Kenya Airways		HK - Confirmed
	Confirmation Number For Kenya Airways		7AG7DX
<b>Class</b>	E - Economy		Non Stop
<b>Departs</b>	10:00	Bole Airport, Addis Ababa Ethiopia	ADD Terminal 2
<b>Arrives</b>	12:05	Jomo Kenyatta Intl, Nairobi Kenya	NBO Terminal 1A
	Flying Time	2:05	Carbon Emission: 194.79 kgs
	Equipment	EMBRAER 190	
	Services	Non-Smoking	
	Meal	Meal	
	Comments	*Baggage Allowance : Adult-2PC *Contact airline to confirm <u>baggage allowance</u> .	
	Ticket Number	Seat	Special Meals
* MUTHAMA/JOHN	7062287927790(Electronic)		

This receipt will be required at check-in, and must be presented to customs and immigration if requested.  
Your identity document / passport is required for all passengers on all flights both domestic and international.

Electronic Ticket Details	
Airline Reference	7AG7DX
Electronic Ticket Number	7062287927790
Issuing Airline	Kenya Airways
Date of Issue	Monday, 30 May 2016
Passenger Name	MUTHAMA/JOHN

