

Per Diem Form



Name:

FINOOTH LECARA

Position

P. COORDINATOR

Department:

PROGRAM

Date(s) of Travel:

11-14th August 2026.

Purpose of Travel:

ATTEND SPH Campaign

| Dates                | Required Perdiem Rate (TZS) | Number of Days | Destinations | Project Code | Total     |
|----------------------|-----------------------------|----------------|--------------|--------------|-----------|
| 11-14/8/26           | 80,000                      | 4              | DODOMA       |              | 320,000   |
|                      |                             |                |              |              |           |
|                      |                             |                |              |              |           |
| Total Per diem claim |                             |                |              |              | 320,000/- |

Staff /Interns/Volunteers name

Signature

Date

FINOOTH LECARA

FINOOTH LECARA

14/08/26

HPH TANZANIA - BUSINESS TRAVEL THRESHOLDS

| ALLOWABLE DAILY EXPENSE                 |                                                 | Domestic*              |               |                                |                                 |                        |                     | International        |  |
|-----------------------------------------|-------------------------------------------------|------------------------|---------------|--------------------------------|---------------------------------|------------------------|---------------------|----------------------|--|
| EMPLOYEE                                | Conditions                                      | Per diem Amount in TZS |               | Per diem Amount in US Dollar   |                                 |                        |                     |                      |  |
|                                         |                                                 | Regions/City           | Rural/Village | Eastern Africa (all employees) | Southern Africa (all employees) | Europe (all employees) | USA (all employees) | ASIA (all employees) |  |
| All staff HPH-T, interns and Volunteers | Maximum Amount Allowed. Paid in Lumpsum per day | TZS 80,000/-           | TZS 60,000/-  | \$80                           | \$80                            | \$80                   | \$80                | \$80                 |  |

NOTE: Half per diem will be provided in the absence of actual travel will only apply after 18:00 hrs. This will apply when an employee is carrying out any APPROVED Official duties beyond 18:30hrs at the Office or other designated location as per distributed Regions/City or Rural/Villages.

KEY NOTE: Per diem provided is only for meal cover, therefore:

- Ground Transport (if Bus, taxi / cab is used) must be retained to present proof of payment.
  - Air ticket must be booked and paid directly by HPH-T not an employee.
  - Lodging booking and payment must be done directly by HPH-T and not an employee
- (NB: The employee shall pay direct for lodging only if HPH-T is unable to pay directly, e.g. in rural/villages).

2



Invoice no. 82409648-TZ1126-2015

Date: 2026-08-12

Recipient:  
**einoth lekaaya**

**LAULENT KWEZI**  
Dodoma

Start: Dodoma, Tanzania (2026-08-12 09:12)

| Title       | Sum (TZS) | VAT 0% | Total sum (TZS) |
|-------------|-----------|--------|-----------------|
| Trip Fee    | 2940.00   | 0.00   | 2940.00         |
| Booking Fee | 60.00     | 0.00   | 60.00           |

Total (TZS): 3000.00

VAT 0%: 0.00

**Total including VAT (TZS): 3000.00**

Charged  Cash: 3000.00

2



Invoice no. 59321478-TZ1126-1961

Date: 2026-08-14

Recipient:  
einoth lekaaya

SAMWEL PETER  
789

Start: Parking Area, SGR Train Station (2026-08-14 09:28)

| Title       | Sum (TZS) | VAT 0% | Total sum (TZS) |
|-------------|-----------|--------|-----------------|
| Trip Fee    | 13721.69  | 0.00   | 13721.69        |
| Booking Fee | 278.31    | 0.00   | 278.31          |

Total (TZS): 14000.00

VAT 0%: 0.00

Total including VAT (TZS): 14000.00

Charged  Cash: 14000.00

(1308)

2



Document no. 32944968-TZ1126-2369

Date: 2026-08-11

Recipient:  
**einoth lekaaya**

**Godson Shao**  
Dar es salaam

Start: Dar es Salaam, Tanzania (2026-08-11 09:11)

| Title       | Sum (TZS) | VAT 0% | Total sum (TZS) |
|-------------|-----------|--------|-----------------|
| Trip Fee    | 11277.85  | 0.00   | <b>11277.85</b> |
| Booking Fee | 222.15    | 0.00   | <b>222.15</b>   |

Total (TZS): 11500.00

VAT 0%: 0.00

**Total including VAT (TZS): 11500.00**

Charged  Cash: **11500.00**

2



Invoice no. 89281968-TZ1126-1252

Date: 2026-08-14

2

Recipient:  
einoth lekaaya

CHRISTIAN WILLIAM  
Dodoma

Start: Dodoma, Tanzania (2026-08-14 04:25)

| Title       | Sum (TZS) | VAT 0% | Total sum (TZS) |
|-------------|-----------|--------|-----------------|
| Trip Fee    | 10784.39  | 0.00   | 10784.39        |
| Toll Road   | 1000.00   | 0.00   | 1000.00         |
| Booking Fee | 215.61    | 0.00   | 215.61          |

Total (TZS): 12000.00  
VAT 0%: 0.00  
Total including VAT (TZS): 12000.00  
  
Charged  Cash: . 12000.00

(3)



HABITAT FOR HUMANITY TANZANIA  
SIGNING SHEET.

Descriptions of payment:

DATE:

12/08/2026

TRANSPORT ALLOWANCE TO KACH FOR  
FOOD SECURITY FARMERS 'MCHENWAS'  
ADH - WAFS ADVOCACY

| PROJECT NAME |                      | Amount (TZS) | SIGN          | TITLE  | MOBILE NO        |
|--------------|----------------------|--------------|---------------|--------|------------------|
| SN           | NAME OF THE PAYEE    |              |               |        |                  |
| 1            | MIAFUTENI Y. NGARYA  | 30,000       | M.Y. Ngarya   | FARMER | 07709 32412      |
| 2            | ISTA F. SUGUTA       | 30,000       | E. SUGUTA     | "      | 0690936420       |
| 3            | ELIZABETH J. HASSAN  | 30,000       | E. Hassan     | "      | 074922835        |
| 4            | JANETH YAREDI        | 30,000       | Jst-yedi      | "      | 0710814859       |
| 5            | ROI TOIBA            | 30,000       |               | "      | 0712588704       |
| 6            | DELIPHINA TIRO       | 30,000       | D. Tiro       | "      | 0672994250       |
| 7            | MELEA PAULO          | 30,000       | M. Paulo      | "      | 0655341977       |
| 8            | CHRISTINA MISTANJIRA | 30,000       | C. mistanjira | "      | 0710809631       |
| 9            | RITA BASTHU          | 30,000       | R. Basthu     | "      | 0689261433       |
| 10           | VEISI M. KUSENHA     | 30,000       | V. Kusenha    | "      | 0753767113       |
|              |                      |              |               |        | <b>SIGN HERE</b> |
| TOTAL        |                      | 300,000/-    |               |        |                  |

Prepared By:

FUMOTH J. KANYA

SIGNATURE

Fumoth J. Kanya

DATE

12/8/26

Authorized By:

Masenna J

SIGNATURE

Masenna J

DATE

12/8/26



HABITAT FOR HUMANITY TANZANIA  
SIGNING SHEET.

Description of payment:

DATE:

13/08/2020

TRANSPORT TO FARMERS FROM

MCHENWA & DODOMA JILI WHO PARTICIPATED S4HL.  
ADVOCACY

| PROJECT NAME: ADH-104FS |                     | Activity No/Name |              |          | MOBILE NO  |
|-------------------------|---------------------|------------------|--------------|----------|------------|
| SN                      | NAME OF THE PAYEE   | Amount (TZS)     | SIGN         | TITLE    |            |
| 1                       | MIAFUTEN Y. NGARLYA | 30,000           | M.Y. Ngalya  | MCHENWA  | 0770932412 |
| 2                       | ELIHABEII J. MGASI  | 30,000           | E.J. Mgasi   | MCHENWA  | 0628300160 |
| 3                       | CHRISTINA MALANJIZA | 30,000           | C. malanjiza | MCHENWA  | 0710809631 |
| 4                       | DELPHINA T. MAZENGO | 30,000           | D. Tiro      | MCHENWA  | 0672944250 |
| 5                       | ISSA RASIDI SCHI    | 30,000           | R. Schi      | RTO      | 0752782068 |
| 6                       | RIIHA C. BASHUKU    | 30,000           | R. Bashuku   | MKULIMA  | 0689261433 |
| 7                       | ESTIA A. SANGUTA    | 30,000           | E. Sanguta   | MCHENWA  | 0690986420 |
| 8                       | VEISI M. KUSENNA    | 30,000           | V. Kusenena  | MKULIMA  | 0753464913 |
| 9                       | JAHGITHI YABEDI     | 30,000           | J. Yabedi    | MKULIMA  | 0710514551 |
| 10                      | MELER PAULO         | 30,000           | M. Paulo     | MKULIMA  | 0655341977 |
| 11                      | REINFRIDA AUGUSTINO | 30,000           | R. Augustino | BIASHARA | 0762383505 |
| TOTAL                   |                     | 330,000/-        |              |          |            |

SIGN

Prepared By: ELIOTI LEKAYA

SIGNATURE

ELIOTI LEKAYA

DATE

13/8/20

Authorized By: Massenzo J

SIGNATURE

Massenzo J

DATE

13/8/20

③



**HABITAT FOR HUMANITY TANZANIA  
SIGNING SHEET.**

DATE:

13/08/2026

**Descriptions of payment:**

TANZANIA DATE: \_\_\_\_\_

TRANSPORT ALLOWANCE TO FARMERS

FROM MCHMWLA:

## ADVOCACY

**PROJECT NAME.**

~~AOH~~ - W4FS

**Activity No/Name.**

| PROJECT NAME..... |                   | Activity No/Name..... |      |                   |
|-------------------|-------------------|-----------------------|------|-------------------|
| S/N               | NAME OF THE PAYEE | Amount (TZS)          | SIGN | TITLE             |
|                   |                   |                       |      | MOBILE NO         |
| 12                | Roy TOIBA         | 30,000                |      | Mkuima 0712588704 |
|                   |                   |                       |      |                   |
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|                   |                   |                       |      |                   |
| <b>TOTAL</b>      |                   | 30,000                |      |                   |

SIGN HERE

**SIGN HERE**

**Prepared By:**

ЕІНОТН ЛЕКЦІЯ

**SIGNATURE**

Тулекеуы

DATE \_\_\_\_\_

13/08/20

Authorized By: \_\_\_\_\_

Massenze  $\sigma$

**SIGNATURE**

the

DATE \_\_\_\_\_

13/8/21



# SHIRIKA LA RELI TANZANIA

6

| Passenger                                                                                                                                                                                                                                                                                                 | Journey                                                                                                                                                                                                                                                                                                                                                                                                              | Ticket                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Abiria</b> : Einoth<br><i>Passenger</i><br><b>Kitambulisho</b> : 19770521141160000115<br><i>Identifier No</i><br><b>Utaifa</b> : Resident<br><i>Nationality</i> : Raia<br><b>Nambari ya PNR</b> : PNR00019fe79492a000<br><i>PNR No</i><br><b>Nambari za tiketi</b> : TRC00*****b00<br><i>Ticket No</i> | <b>Namba ya Safari</b> : 20106<br><i>Journey ID</i><br><b>Kutoka</b> : Dodoma<br><i>From</i><br><b>Kwenda</b> : Dar Es Salaam<br><i>To</i><br><b>Muda wa Kufika Stesheni</b> : 1640 hrs<br><i>Reporting Date</i><br><b>Tarehe ya Safari</b> : 14/08/2026<br><i>Journey Date</i> : 1840 hrs<br><b>Muda wa Kuondoka</b> : 1840 hrs<br><i>Departure Time</i><br><b>Muda wa Kufika</b> : 2155 hrs<br><i>Arrival Time</i> | <b>Daraja</b> : Business<br><i>Class</i><br><b>Behewa</b> : 3<br><i>Couch Id</i> : 3<br><b>Kiti</b> : 39<br><i>Seat</i> : 39<br><b>Aina ya Tiketi</b> : Adult (13 and Above)<br><i>Ticket Type</i> : Watu wazima<br><b>Tarehe ya Kutolewa</b> : 11/08/2026<br><i>Issued Date</i> : 1714 hrs<br><b>Imetolewa Na</b> : 114950<br><i>Issued By</i><br><b>Nauli</b> : TZS<br><i>Price</i> : 120,500.00 |

**Kumboka** : Please arrive at the station two hours prior to the scheduled departure time.  
*Note* : Fika stesheni masaa 2 kabla ya muda wa kuondoka kwa treni.



Swahili: Tungependa kukumbusha kuhusu mambo muhimu kwa ajili ya safari yako: English: Kindly be reminded about the following:

- Tafadhali fika Stesheni na kitambulisho chako masaa 2 kabla ya muda wa treni kuondoka;
- Vitambulisho vinavyotambulika ni: NIDA, kitambulisho cha Mpiga Kura, Bima ya Afya, Leseni ya Udereva, Hati ya Kusafiria na Kitambulisho cha Mfanyakazi. Endapo utakosa vitambulisho hivi vyote, fika na barua ya Serikali za mtaa yenye picha yako iliyogongwa muhuri;
- Kwa mtoto mwenye umri kuanzia miaka 4 hadi 12 afike na moja wapo kati ya: Cheti cha Kuzaliwa, Bima ya Afya, Hati ya Kusafiria na Kitambulisho cha Shule. Endapo atakosa vitambulisho hivi vyote barua ya Serikali za Mtaa yenye picha yake iliyogongwa muhuri itapokelewa;
- Unaruhusiwa kubeba mabegi 2 tu yenye uzito wa jumla ya 20kg kwa daraja la Economy na 30kg kwa daraja la Business/Royal; na
- Kipimo cha begi kisizidi urefu wa 72cm, upana wa 40cm na kimo cha 30cm.
- Mpendwa Mteja, tunathamini maoni yako. Tafadhali jaza dodoso kupitia kiunganishi <https://forms.gle/eVUjSTZYNUjEXcXoA> kushiriki yako.
- Arrive at the departing station at least 2hrs before departure time;
- Carry your Identification Card for inspection when checking-in;
- Recognized Identification Cards include: NIDA, Voters ID, Driver's License, Passport, Health Insurance Cards and Employee Identification. In absence of all the above, a stamped introduction letter from your local government office will be accepted;
- Children between 4 to 12yrs travelling with Child Ticket must be identified by either of the following: Birth Certificate, Health Insurance Card, Passport and Student Identification. In absence of all the above, a stamped introduction letter from your local government office will be accepted;
- Your allowed only 2 pieces of luggage with total weight not exceeding 20kg for Economy Class and 30kg for Business & Royal Class; and
- Luggage size should not exceed a length of 72cm, width of 40cm and depth of 30cm.
- Dear Customer, we value your feedback. Please complete the questionnaire through the link <https://forms.gle/eVUjSTZYNUjEXcXoA>



# SHIRIKA LA RELI TANZANIA

6

| Passenger                                                                                                                                                                                                                                                                       | Journey                                                                                                                                                                                                                                                                                                                                                              | Ticket                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Abiria</b><br>Passenger : Einoth Lekaaya<br><b>Kitambulisho</b><br>Identifier No : 00000000000000000000<br><b>Utaifa</b><br>Nationality : Resident<br>Raia<br><b>Nambari ya PNR</b><br>PNR No : PNR00019ff28f090b00<br><b>Nambari za tiketi</b><br>Ticket No : TRC00*****b00 | <b>Namba ya Safari</b><br>Journey ID : 20101<br><b>Kutoka</b><br>From : Dodoma<br><b>Kwenda</b><br>To : Dar Es Salaam<br><b>Muda wa Kufika Stesheni</b><br>Reporting Date : 0315 hrs<br><b>Tarehe ya Safari</b><br>Journey Date : 14/08/2026<br>0515 hrs<br><b>Muda wa Kuondoka</b><br>Departure Time : 0515 hrs<br><b>Muda wa Kufika</b><br>Arrival Time : 0853 hrs | <b>Daraja</b><br>Class : Economy<br>Economy<br><b>Behewa</b><br>Couch Id : 10<br>10<br><b>Kiti</b><br>Seat : 68<br>68<br><b>Aina ya Tiketi</b><br>Ticket Type : Adult (13 and Above)<br>Watu wazima<br><b>Tarehe ya Kutolewa</b><br>Issued Date : 13/08/2026<br>2023 hrs<br><b>Imetolewa Na</b><br>Issued By : 473942<br><b>Nauli</b><br>Price : TZS 50,500.00 |

**Kumbuka** : Please arrive at the station two hours prior to the scheduled departure time.  
**Note** : Fika stesheni masaa 2 kabla ya muda wa kuondoka kwa treni.



Swahili: Tungependa kukumbusha kuhusu mambo muhimu kwa ajili ya safari yako: English: Kindly be reminded about the following:

- Tafadhali fika Stesheni na kitambulisho chako masaa 2 kabla ya muda wa treni kuondoka;
- Vitambulisho vinavyotambulika ni: NIDA, kitambulisho cha Mpiga Kura, Bima ya Aya, Leseni ya Udereva, Hati ya Kusafiria na Kitambulisho cha Mfanyakazi. Endapo utakosa vitambulisho hivi vyote, fika na barua ya Serikali za mtaa yenye picha yako iliyogongwa muhuri;
- Kwa mtoto mwenye umri kuanzia miaka 4 hadi 12 alike na moja wapo kati ya: Cheti cha Kuzaliwa, Bima ya Aya, Hati ya Kusafiria na Kitambulisho cha Shule. Endapo atakosa vitambulisho hivi vyote barua ya Serikali za Maa yenye picha yake iliyogongwa muhuri itapokelewa;
- Unaruhusiwa kubeba mabegi 2 tu yenye uzito wa jumla ya 20kg kwa daraja la Economy na 30kg kwa daraja la Business/Royal; na
- Kipimo cha begi kisizidi urefu wa 72cm, upana wa 40cm na kimo cha 30cm.
- Arrive at the departing station at least 2hrs before departure time;
- Carry your Identification Card for inspection when checking-in;
- Recognized Identification Cards Include: NIDA Voters ID, Driver's License, Passport, Health Insurance Cards and Employee Identification. In absence of all the above, a stamped introduction letter from your local government office will be accepted;
- Children between 4 to 12yrs travelling with Child Ticket must be identified by either of the following: Birth Certificate, Health Insurance Card, Passport and Student Identification. In absence of all the above, a stamped introduction letter from your local government office will be accepted;
- Your allowed only 2 pieces of luggage with total weight not exceeding 20kg for Economy Class and 30kg for Business & Royal Class; and
- Luggage size should not exceed a length of 72cm, width of 40cm and depth of 30cm.



Statement Date: 2026-08-20 15:47:06  
Statement Period: 2026-08-01 to 2026-08-20  
Branch: Kanakoo Narungombe

|              |                        |
|--------------|------------------------|
| Account No   | 0152709979300          |
| Account Name | EINOTH LEKAAYA LUKUMAY |
| Total Debit  | 2,320,655.01           |
| Total Credit | 0.00                   |
| Currency     | TZS                    |

| SN | TRANS DATE | DETAILS                                                                                                            | CHANNEL ID | VALUE DATE | DEBIT        | CREDIT | BOOK BAL |
|----|------------|--------------------------------------------------------------------------------------------------------------------|------------|------------|--------------|--------|----------|
| 15 | 2026-08-13 | REF 19f1c2ccf7096ae6<br>LEKAAYA LUKUMAY<br>19f1c2ccf7096ae6                                                        |            |            |              |        |          |
| 16 | 2026-08-13 | REF 19f1c2ccf7096ae6<br>GePG BIL 987265455265 REC<br>926225471072431 EINOTH<br>LEKAAYA LUKUMAY<br>19f1c2ccf7096ae6 | SIMAPP     | 2026-08-14 | 423.73       |        |          |
| 17 | 2026-08-13 | REF 19f1c2ccf7096ae6<br>GePG BIL 987265455265 REC<br>926225471072431 EINOTH<br>LEKAAYA LUKUMAY<br>19f1c2ccf7096ae6 | SIMAPP     | 2026-08-14 | 76.27        |        |          |
| 18 | 2026-08-12 | REF 19f1c5fd20fda94e<br>CARDLESS WITHDRAW Kupa<br>N/A                                                              | AGENTB     | 2026-08-12 | 1,000,000.00 |        |          |
| 19 | 2026-08-12 | REF 19f1c5fd20fda94e<br>CARDLESS WITHDRAW Kupa<br>N/A                                                              | AGENTB     | 2026-08-12 | 8,474.58     |        |          |
| 20 | 2026-08-12 | REF 19f1c5fd20fda94e<br>CARDLESS WITHDRAW Kupa<br>N/A                                                              | AGENTB     | 2026-08-12 | 1,776.00     |        |          |
| 21 | 2026-08-12 | REF 19f1c5fd20fda94e<br>CARDLESS WITHDRAW Kupa<br>N/A                                                              | AGENTB     | 2026-08-12 | 1,525.42     |        |          |
| 22 | 2026-08-11 | REF 19f112fc44c4989d<br>GePG BIL 987265455646 REC<br>926223470113473 EINOTH<br>LEKAAYA LUKUMAY<br>19f112fc3fa1abf2 | SIMAPP     | 2026-08-11 | 120,500.00   |        |          |
| 23 | 2026-08-11 | REF 19f112fc44c4989d<br>GePG BIL 987265455646 REC<br>926223470113473 EINOTH<br>LEKAAYA LUKUMAY<br>19f112fc3fa1abf2 | SIMAPP     | 2026-08-11 | 847.46       |        |          |
| 24 | 2026-08-11 | REF 19f112fc44c4989d<br>GePG BIL 987265455646 REC<br>926223470113473 EINOTH                                        | SIMAPP     | 2026-08-11 | 152.54       |        |          |

Kindly examine this statement immediately. Any discrepancies must be reported to the Bank as soon as possible. Please note that the balance reflected could be different from the actual balance due to transactions that still need to be processed.

Phone 255755197700, Email