

**Annex II: Format for reply e-mail**

**From:** Line Ministry (e-mail)  
**To:** [treasury.mission@govmu.org](mailto:treasury.mission@govmu.org)  
**Cc:** Accounting Officer  
**Subject:** Certification of invoice for Air Ticket

Dear Officer in Charge Mission Unit

Please to refer to e-mail below.

This is to certify that the invoice attached as per the email below from the Travel Agent is correct. You are kindly requested to effect payments accordingly.

Regards,

Name :  
Position :  
For Accounting Officer  
(Copy to Head of Department)

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**From:** Travel Agent (e-mail)  
**Sent:** Date  
**To:** [treasury.mission@govmu.org](mailto:treasury.mission@govmu.org)  
**Cc:** Line Ministry  
**Subject:** Invoice for Air Ticket

Dear Officer in Charge Mission Unit

Please find attached invoice in respect of Air Ticket

Thanks and Regards,

Travel Agent