

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Obuoja simon alex DRAGA - 89684
Travel Authorisation No: SS10/JUB/0844/SEP/20.

						For Accounting Use only			
SECTION 1 - Itinerary						Daily Subsistence Allowance (DSA)			
		Date (dd-mmm)	Local Time (24hr)	Mode of Travel	No. kms (for car)	%	No Of Nights	DSA Rate in USD	Amount USD
Dep.	Juba	08-Sep-20	#Error	Air					
Arr.	Renk	08-Sep-20	#Error	Air		30.00	1	91.00	27.30
						100.00	16	33.00	528.00
Dep.	Renk	24-Sep-20	#Error	Air					
Arr.	Juba	24-Sep-20	#Error	Air					

TOTAL SECTION 1 17.00 \$ 555.30

Remarks

SECTION 2 - Expenses	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
Details of Expenditure							
Note books and pens for 12 training participant, ID tags, printing notes, attendance sheet and Time sheet for enumerators and participants. Extra two nights	24-Oct-20	USD	167.00			0.000	0.00

TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.) \$ 0.00

Remarks

SECTION 3 - Travel Advances	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
Paying Office (Location Code)							

TOTAL SECTION 3 \$

I request payment of travel allowances due and/or reimbursement of expenses in accordance with the general instructions on travel.

Remarks:



SIGNATURE OF CLAIMANT

APPENDIX B

*TRAVEL EXPENSE CLAIM
SUMMARY OF TOTALS*

Name of Claimant:

Obuoja simon alex
DRAGA - 89684

TA No:

SS10/JUB/0844/SEP/20.

Date submitted to Accounting:

01-12-2020

YES	NA	Travel claim documents to be submitted with the Travel Expense Claim (TEC)	Notes/Comments
	✓	Accommodation and/or meals officially provided by organizers have been specified on the original TA and Remarks section of the TEC	
✓		All materials used during travel have been returned to the office (e.g. phones, laptops, keys, badges, etc.)	
	✓	Annual leave in connection with official travel or a private stay at some point en route has been specified on the original TA and Remarks section of the TEC	
✓		For trainings, conferences or workshop - programme or schedule of activities provided by the Organizers	
	✓	High rate hotel - approval documentation from the Executive Officer and original hotel	
✓		Original bills and receipts from hotel or other paid accommodation	
✓		Original receipts for all expenses claimed on Section 2 of the TEC	
✓		Original ticket receipts & boarding passes for all legs of the journey	
✓		Original Travel Authorization (TA)	

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	USD	GL
Total Section 1	555.30	
Total Section 2	0.00	
Sub Total	555.30	
Less Total Section 3	()	
DueTo (From) Staff	555.30	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO