

**INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)**  
**TRAVEL EXPENSE CLAIM**

**Name of Claimant:** Catherine Ana HINGLEY - 74466 **Travel Authorisation No:** SS10/JUB/1049/OCT/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	12-Oct-20	#Error	Air					
Arr.	Agok	12-Oct-20	#Error	Air		100.00	3	33.00	99.00
						30.00	1	91.00	27.30
Dep.	Agok	15-Oct-20	#Error	Air					
Arr.	Juba	15-Oct-20	#Error	Air					
<b>TOTAL SECTION 1</b>						4.00		\$ 126.30	

Remarks									
SECTION 2 - Expenses									
	Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD	
<b>TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)</b>						\$			

Remarks									
SECTION 3 - Travel Advances									
	Paying Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD	
<b>TOTAL SECTION 3</b>						\$			

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:

Catherine Ana HINGLEY  
- 74466

TA No:

SS10/JUB/1049/OCT/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)	

## For Accounting Use Only

	USD	GL
Total Section 1	126.30	
Total Section 2		
Sub Total	126.30	
Less Total Section 3	( )	
DueTo (From) Staff	126.30	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO