

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Makeen SIAM - 59317 **Travel Authorisation No:** SS10/JUB/0001/JUN/19

| | | | | | | 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 | 10-Jun-19 | 10:00:00 | Air | | | | | |
| Arr. | Amman | 10-Jun-19 | 11:00:00 | Air | | 32.00 | 33 | 300.00 | 3,168.00 |
| | | | | | | 100.00 | 33 | 200.00 | 6,600.00 |
| Dep. | Amman | 11-Jun-19 | 10:00:00 | Air | | | | | |
| Arr. | Juba | 11-Jun-19 | 11:00:00 | Air | | | | | |

TOTAL SECTION 1 66.00 \$ 9,768.00

Remarks

| SECTION 2 - Expenses | | | | | | | | |
|-----------------------------|---------------------------|-----------------------|-------|----------|--|--|-------------|---------------|
| | Details of Expenditure | Date Paid (dd-mmm) | Curr. | Amount | | | Rate USD | Amount USD |
| | tax | 11-Jun-19 | USD | 200.00 | | | 1.000 | 200.00 |
| | taxi | 13-Jun-19 | JOD | 7,200.00 | | | 0.234 | 30,769.23 |

TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.) \$ 30,969.23

Remarks

| SECTION 3 - Travel Advances | | | | | | | | |
|------------------------------------|----------------------------------|-----------------------|-------|----------|--|--|-------------|---------------|
| | Paying Office (Location Code) | Date Paid (dd-mmm) | Curr. | Amount | | | Rate USD | Amount USD |
| | SS10 | 04-Jun-19 | USD | 400.00 | | | 1.000 | 400.00 |
| | JO10 | 10-Jun-19 | JOD | 4,593.00 | | | 0.760 | 6,043.42 |

TOTAL SECTION 3 \$ 6,443.42

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:
**Makeen SIAM -
59317**
TA No: SS10/JUB/0001/JUN/19
Date submitted to Accounting:

| 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 | 9,768.00 | |
| Total Section 2 | 30,969.23 | |
| Sub Total | 40,737.23 | |
| Less Total Section 3 | (6,443.42) | |
| DueTo (From) Staff | 34,293.81 | |

Prepared by:
Reviewed By:
Approved By:

Admin HR Assistant

Finance

SRMO/RR/COM/HOO