

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Ammar Ahmad AL SARAWIE **Travel Authorisation No:** JO10/2005/18

| | | | | | | For Accounting Use only | | | |
|-----------------------|-------|------------------|-------------------------|-------------------|----------------------|--------------------------------------|-----------------|-----------------------|---------------|
| SECTION 1 - Itinerary | | Date (dd-mmm) | Local Time (24hr) | Mode of Travel | No. kms (for car) | Daily Subsistence Allowance (DSA) | | | |
| | | | | | | % | No Of Nights | DSA Rate in USD | Amount USD |
| Dep. | Amman | 27-Feb-18 | 08:15:00 | Car | | | | | |
| Arr. | Karak | 27-Feb-18 | 10:15:00 | Car | | | | | |
| Dep. | Karak | 27-Feb-18 | 13:30:00 | Car | | | | | |
| Arr. | Maan | 27-Feb-18 | 15:30:00 | Car | | | | | |
| Dep. | Maan | 27-Feb-18 | 16:15:00 | Car | | | | | |
| Arr. | Aqaba | 27-Feb-18 | 18:00:00 | Car | | 30.00 | 1.0 | 242.00 | 72.60 |
| | | | | | | 100.00 | 2.0 | 242.00 | 484.00 |
| Dep. | Aqaba | 28-Feb-18 | 08:15:00 | Car | | | | | |
| Arr. | Maan | 28-Feb-18 | 09:45:00 | Car | | | | | |
| Dep. | Maan | 28-Feb-18 | 15:30:00 | Car | | | | | |
| Arr. | Aqaba | 28-Feb-18 | 17:00:00 | Car | | | | | |
| Dep. | Aqaba | 01-Mar-18 | 12:30:00 | Car | | | | | |
| Arr. | Amman | 01-Mar-18 | 17:30:00 | Car | | | | | |
| | | | | | | | | | |
| TOTAL SECTION 1 | | | | | | 3.00 | | \$ 556.60 | |

Remarks

| | | | | | | | |
|-------------|--|--|--|--|--|--|--|
| SECTION 2 - | | | | | | | |
|-------------|--|--|--|--|--|--|--|

| SECTION 2 | | | | | | |
|------------------------|--------------------|-------|--------|--|----------|------------|
| Expenses | | | | | | |
| Details of Expenditure | Date Paid (dd-mmm) | Curr. | Amount | | Rate USD | Amount USD |

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

| |
|---------|
| Remarks |
|---------|

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

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:

 Ammar Ahmad AL
SARAWIE

TA No: JO10/2005/18

Date submitted to Accounting:

| YES | N/A | 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 | JOD | GL |
|----------------------|--------|--------|----|
| Total Section 1 | 556.60 | 394.07 | |
| Total Section 2 | | | |
| Sub Total | 556.60 | 394.07 | |
| Less Total Section 3 | () | () | |
| DueTo (From) Staff | 556.60 | 394.07 | |

Prepared by:

Reviewed By:

Approved By:

Admin HR Assistant

Finance

SRMO/RR/COM/HOO