

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

**Name of Claimant:** Steller makasi KAVUWA - 76450 **Travel Authorisation No:** SS10/JUB/0285/FEB/20

						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.	Nairobi	23-Feb-20	#Error	Air					
Arr.	Nairobi	23-Feb-20	#Error	Air					

**TOTAL SECTION 1** \$

Remarks

SECTION 2 - Expenses								
	Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
	Return Air Ticket	26-Feb-20	USD	367.00			0.000	0.00

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

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:**

Walter kavinguha EGOBWA

**SIGNATURE OF CLAIMANT**

## APPENDIX B

# TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:

Steller makasi KAVUWA  
- 76450

TA No:

SS10/JUB/0285/FEB/20

Date submitted to Accounting:

03-03-2021

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		
Total Section 2	0.00	
Sub Total	0.00	
Less Total Section 3	( )	
DueTo (From) Staff	0.00	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO