

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

Remarks

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	\$
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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)	

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	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