

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<br>(dd-mmm) | Local<br>Time<br>(24hr) | Mode of<br>Travel | No. kms<br>(for car) | Daily Subsistence Allowance<br>(DSA) |                 |                       |               |
|                       |       |                  |                         |                   |                      | %                                    | No Of<br>Nights | DSA<br>Rate<br>in USD | Amount<br>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 |
|                               |                    |       |        |  |          |            |

|                        |           |
|------------------------|-----------|
| <b>TOTAL SECTION 3</b> | <b>\$</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:

 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