

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

**Name of Claimant:** Satsuki MAJIMA - 71623 **Travel Authorisation No:** SS10/JUB/0079/JAN/21

						<b>For Accounting Use only</b>			
<b>SECTION 1 - Itinerary</b>						<b>Daily Subsistence Allowance (DSA)</b>			
		Date (dd-mmm)	Local Time (24hr)	Mode of Travel	No. kms (for car)	%	No Of Nights	DSA Rate in USD	Amount USD
<b>Dep.</b>	Juba	30-Jan-21	16:10:00	Air					
<b>Arr.</b>	Nairobi	30-Jan-21	17:50:00	Air		100.00	1	750.00	750.00
<b>Dep.</b>	Nairobi	30-Jan-21	19:10:00	Air					
<b>Arr.</b>	Dar Es Salaam	31-Jan-21	21:40:00	Air					
<b>Dep.</b>	Dar Es Salaam	14-Feb-21	10:15:00	Air					
<b>Arr.</b>	Nairobi	14-Feb-21	11:40:00	Air					
<b>Dep.</b>	Nairobi	14-Feb-21	13:25:00	Air					
<b>Arr.</b>	Juba	14-Feb-21	15:10:00	Air					

**TOTAL SECTION 1** 1.00 \$ 750.00

Remarks

<b>SECTION 2 - Expenses</b>		Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount USD
Details of Expenditure							
100		29-Jan-21	USD	100.00		1.000	100.00
PCR test		12-Feb-21	TZS	230,000.00		2312.000	99.48

**TOTAL SECTION 2** (Note: Please provide receipts for all expenses claimed.) \$ 199.48

Remarks

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

**TOTAL SECTION 3** \$

I request payment of travel allowances due and/or reimbursement of expenses in accordance with the general instructions on travel.

**Remarks:**



Satsuki MAJIMA

**SIGNATURE OF CLAIMANT**

## APPENDIX B

*TRAVEL EXPENSE CLAIM  
SUMMARY OF TOTALS*

Name of Claimant:

Satsuki MAJIMA - 71623

TA No:

SS10/JUB/0079/JAN/21

Date submitted to Accounting:

11-08-2021

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	750.00	
Total Section 2	199.48	
Sub Total	949.48	
Less Total Section 3	( )	
DueTo (From) Staff	949.48	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO