

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

**Name of Claimant:** Wani Morris khamis Morris  
WOJA - 51236

**Travel Authorisation No:** SS10/JUB/2408/JAN/20

						For Accounting Use only			
SECTION 1 - Itinerary						Daily Subsistence Allowance (DSA)			
						%	No Of Nights	DSA Rate in USD	Amount USD
Dep.		Date (dd-mmm)	Local Time (24hr)	Mode of Travel	No. kms (for car)				
	Juba	10-Jan-20	#Error	Air					
Arr.	Gumuruk	10-Jan-20	#Error	Air		100.00	7	33.00	231.00
Dep.	Gumuruk	17-Jan-20	#Error	Air					
Arr.	Juba	17-Jan-20	#Error	Air		30.00	1	91.00	27.30
TOTAL SECTION 1						8.00		\$ 258.30	

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							
						\$	

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:

Wani Morris khamis  
Morris WOJA - 51236

TA No:

SS10/JUB/2408/JAN/20

Date submitted to Accounting:

12-01-2021

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	258.30	
Total Section 2		
Sub Total	258.30	
Less Total Section 3	( )	
DueTo (From) Staff	258.30	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO