

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

**Name of Claimant:**

Augustine Okech PAITO -  
44377

**Travel Authorisation No:**

SS10/JUB/1120/OCT/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
<b>Dep.</b>	Juba	21-Oct-20	#Error	Car					
<b>Arr.</b>	Mangalla	21-Oct-20	#Error	Car					
<b>Dep.</b>	Mangalla	21-Oct-20	#Error	Car					
<b>Arr.</b>	Juba	21-Oct-20	#Error	Car					

**TOTAL SECTION 1**

\$

Remarks

**SECTION 2 -  
Expenses**

Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
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**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
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**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: Augustine Okech PAITO  
- 44377

TA No: SS10/JUB/1120/OCT/20

Date submitted to Accounting: 04-12-2020

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

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO