

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

**Name of Claimant:** Makeen SIAM - 59317 **Travel Authorisation No:** SS10/JUB/0001/JUN/19

|                       |       |                  |                         |                   |                      | For Accounting Use only           |                 |                       |               |
|-----------------------|-------|------------------|-------------------------|-------------------|----------------------|-----------------------------------|-----------------|-----------------------|---------------|
| SECTION 1 - Itinerary |       |                  |                         |                   |                      | Daily Subsistence Allowance (DSA) |                 |                       |               |
|                       |       | Date<br>(dd-mmm) | Local<br>Time<br>(24hr) | Mode of<br>Travel | No. kms<br>(for car) | %                                 | No Of<br>Nights | DSA<br>Rate<br>in USD | Amount<br>USD |
| <b>Dep.</b>           | Juba  | 10-Jun-19        | 10:00:00                | Air               |                      |                                   |                 |                       |               |
| <b>Arr.</b>           | Amman | 10-Jun-19        | 11:00:00                | Air               |                      | 32.00                             | 33              | 300.00                | 3,168.00      |
|                       |       |                  |                         |                   |                      | 100.00                            | 33              | 200.00                | 6,600.00      |
| <b>Dep.</b>           | Amman | 11-Jun-19        | 10:00:00                | Air               |                      |                                   |                 |                       |               |
| <b>Arr.</b>           | Juba  | 11-Jun-19        | 11:00:00                | Air               |                      |                                   |                 |                       |               |

**TOTAL SECTION 1** 66.00 \$ 9,768.00

Remarks

| SECTION 2 - Expenses |                           |                       |       |          |  |             |               |
|----------------------|---------------------------|-----------------------|-------|----------|--|-------------|---------------|
|                      | Details of<br>Expenditure | Date Paid<br>(dd-mmm) | Curr. | Amount   |  | Rate<br>USD | Amount<br>USD |
|                      | tax                       | 11-Jun-19             | USD   | 200.00   |  | 1.000       | 200.00        |
|                      | taxi                      | 13-Jun-19             | JOD   | 7,200.00 |  | 0.234       | 30,769.23     |

**TOTAL SECTION 2** (Note: Please provide receipts for all expenses claimed.) \$ 30,969.23

Remarks

| SECTION 3 - Travel Advances |                                  |                       |       |          |  |             |               |
|-----------------------------|----------------------------------|-----------------------|-------|----------|--|-------------|---------------|
|                             | Paying Office (Location<br>Code) | Date Paid<br>(dd-mmm) | Curr. | Amount   |  | Rate<br>USD | Amount<br>USD |
|                             | SS10                             | 04-Jun-19             | USD   | 400.00   |  | 1.000       | 400.00        |
|                             | JO10                             | 10-Jun-19             | JOD   | 4,593.00 |  | 0.760       | 6,043.42      |

**TOTAL SECTION 3** \$ 6,443.42

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: Makeen SIAM - 59317

TA No: SS10/JUB/0001/JUN/19

Date submitted to Accounting: \_\_\_\_\_

| 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      | 9,768.00   |    |
| Total Section 2      | 30,969.23  |    |
| Sub Total            | 40,737.23  |    |
| Less Total Section 3 | (6,443.42) |    |
| DueTo (From) Staff   | 34,293.81  |    |

Prepared by:

Reviewed By:

Approved By:

Admin HR Assistant

Finance

SRMO/RR/COM/HOO