



IOM International Organization for Migration  
OIM Organisation Internationale pour les Migrations  
OIM Organización Internacional para las Migraciones

## Travel Authorization (TA)

TA: \_\_\_\_\_  
\_\_\_\_\_

Related TA/s (Please indicate where applicable):

1	Name of Traveler					Quarterly Travel Plans (QTP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Post of Duty:	Amman, Jordan						
3	Persons accompanying traveler (for children indicate date of birth):							
4	Trip Schema	<input type="checkbox"/> Travel On Duty TDY	<input type="checkbox"/> Evacuation	<input type="checkbox"/> Rest & Recuperation	<input type="checkbox"/> Escort	<input type="checkbox"/> Education Grant	<input type="checkbox"/> Home Leave	<input type="checkbox"/> Family Travel
		<input type="checkbox"/> Transfer	<input type="checkbox"/> Appointment	<input type="checkbox"/> Repatriation - Admin	<input type="checkbox"/> Repatriation - OPS	<input type="checkbox"/> Medical Travel - HI	<input type="checkbox"/> Medical Travel - MSP	
5	Purpose/justification of travel							
6	Dates of official duty	to						
NB: For official duty of more than 4 weeks please refer to IN/179 on short term assignments								
7	WBS Info	#	WBS	Amount or Percentage	Notes			
	Percentage							
	Amount							
Project Manager's/Supervisor's					Budget / RMU Approval:			
8	Mode of travel	<input type="checkbox"/> Air	<input type="checkbox"/> Bus/Train	<input type="checkbox"/> Ship	<input type="checkbox"/> Ferry	<input type="checkbox"/> Car:		
						<input type="checkbox"/> IOM Vehicle		
						<input type="checkbox"/> Private Car	Covered by insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Exact Travel Itinerary							
	FROM (location)	Date	TO (location)	Date	FROM (location)	Date	TO (location)	Date
10	City(ies) of accommodation(specify):							
11	Private stay/Annual leave (or other leave) provided:			<input type="checkbox"/> No <input type="checkbox"/> Yes	Indicate dates:	-		
12	Private deviation:			<input type="checkbox"/> No <input type="checkbox"/> Yes	Specify leg(s):			
13	Accommodation (board and/or lodging) provided:			<input type="checkbox"/> No <input type="checkbox"/> Yes	Specify:			
14	Travel advance requested:		<input type="checkbox"/> No <input type="checkbox"/> Yes	Currency:	via <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Check <input type="checkbox"/> Cash			
				Amount:				
15	Visa(s) obtained:		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Visa issued:				
16	Health briefings and vaccination obtained		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes					
17	Security clearance needed (www.undss.org)		<input type="checkbox"/> N/A <input type="checkbox"/> Yes	If yes, requested by: <input type="checkbox"/> Mission <input type="checkbox"/> Headquarters				
	Security training completed (basic and advanced)		<input type="checkbox"/> No <input type="checkbox"/> Yes					
18	Please confirm that the Chief of Mission (COM) at destination has been informed of your arrival. If the function of COM at the duty station of destination does not exist or if the COM is absent, the Officer In Charge of that Mission or the Regional Director at the appropriate Regional Office must be informed.							<input type="checkbox"/> Yes

**Please complete all questions and if not applicable use N/A. Incomplete TAs will be returned to originator.**

For every Travel Authorization issued, a Travel Expense Claim form must be filled out, even if no expenses are claimed. The claim is generally to be settled in the office where the Travel Authorization has been issued.

**The travel expense claim must be submitted with:** 1. The original of the Travel Authorization 2. Original hotel bills and receipts for all expenses separately claimed 3. Used ticket receipts and boarding passes for every leg of the journey 4. Any unused tickets for reimbursement to the Organization.

**My signature below acknowledges that I have read and understood the Instruction IN/6-Travel Instructions including its related attachments and that the information on the TA form is accurate to the best of my knowledge.**

\_\_\_\_\_  
Traveler  
Signature/Date

\_\_\_\_\_  
Approval: Director of Department, Chief of Mission or  
Regional Director

\_\_\_\_\_  
Checked by RMO / RRMO  
For HQ: Authorized Director of DRM

\_\_\_\_\_  
For HQ or RD: Chief of Staff

### Payment of Travel Advances

Date Paid	Type of Payment	USD/Local Currency	Paying Office (Location Code)	Signature of Paying Officer	Voucher No.	Signature of Payee