

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

**Name of Claimant:** Comfort Adetona - 93646 **Travel Authorisation No:** SS10/JUB/0585/MAY/20

						<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	28-May-20	11:15:00	Air					
<b>Arr.</b>	Addis Ababa	28-May-20	13:30:00	Air		100.00	1	750.00	750.00
<b>Dep.</b>	Addis Ababa	29-May-20	08:00:00	Air					
<b>Arr.</b>	Accra	29-May-20	11:00:00	Air		100.00	1	750.00	750.00
<b>Dep.</b>	Accra	14-Aug-20	13:00:00	Air					
<b>Arr.</b>	Addis Ababa	14-Aug-20	22:00:00	Air		0.00	1	900.00	0.00
<b>Dep.</b>	Addis Ababa	15-Aug-20	13:15:00	Air					
<b>Arr.</b>	Juba	15-Aug-20	12:15:00	Air		0.00	1	900.00	0.00

**TOTAL SECTION 1** 4.00 \$ 1,500.00

Remarks

<b>SECTION 2 - Expenses</b>							
	Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount USD
	covid testing	02-Aug-20	GHS	495.00		5.705	86.77

**TOTAL SECTION 2** (Note: Please provide receipts for all expenses claimed.) \$ 86.77

Remarks

<b>SECTION 3 - Travel Advances</b>							
	Paying Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount USD
	SS10	26-May-20	USD	1,200.00		1.000	1,200.00

**TOTAL SECTION 3** \$ 1,200.00

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

**Remarks:**



Lokiri james jackson DUKU

**SIGNATURE OF CLAIMANT**

## APPENDIX B

# TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:

Comfort Adetona -  
93646

TA No:

SS10/JUB/0585/MAY/20

Date submitted to Accounting:

26-07-2021

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	1,500.00	
Total Section 2	86.77	
Sub Total	1,586.77	
Less Total Section 3	(1,200.00)	
DueTo (From) Staff	386.77	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO