

**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 (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	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 Expenditure	Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount 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 Code)	Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount 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