

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Mading Nhial cienggan NHIEM - 77758
Travel Authorisation No: SS10/JUB/1150/OCT/20

						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
Dep.	Juba	29-Oct-20	09:15:00	Air					
Arr.	Renk	29-Oct-20	11:25:00	Air		30.00	1	91.00	27.30
						100.00	7	33.00	231.00
Dep.	Renk	05-Nov-20	12:40:00	Air					
Arr.	Juba	05-Nov-20	13:35:00	Air					
TOTAL SECTION 1						8.00		\$ 258.30	

Remarks

SECTION 2 - Expenses								
	Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
	Accommodation expense	29-Oct-20	USD	140.00			1.000	140.00
TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)								\$ 140.00

Remarks

SECTION 3 - Travel Advances								
	Paying Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
TOTAL SECTION 3								\$

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

Remarks:



Mading Nhial cienggan NHIEM

SIGNATURE OF CLAIMANT

APPENDIX B

TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:

Mading Nhial cienggan
NHIEM - 77758

TA No:

SS10/JUB/1150/OCT/20

Date submitted to Accounting:

12-08-2021

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)	

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	USD	GL
Total Section 1	258.30	
Total Section 2	140.00	
Sub Total	398.30	
Less Total Section 3	()	
DueTo (From) Staff	398.30	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO