

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

**Name of Claimant:** Phillip BOTERERE - 13133 **Travel Authorisation No:** SS10/JUB/0820/MAY/21

						<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-21	15:35:00	Air					
<b>Arr.</b>	Addis Ababa	28-May-21	19:20:00	Air		100.00	1	750.00	750.00
<b>Dep.</b>	Addis Ababa	29-May-21	08:40:00	Air					
<b>Arr.</b>	Harare	29-May-21	14:35:00	Air					
<b>Dep.</b>	Harare	14-Jun-21	13:00:00	Air					
<b>Arr.</b>	Johannesburg	14-Jun-21	14:45:00	Air					
<b>Dep.</b>	Johannesburg	14-Jun-21	16:50:00	Air					
<b>Arr.</b>	Maputo	14-Jun-21	17:50:00	Air		50.00	3	237.00	355.50
<b>Dep.</b>	Maputo	17-Jun-21	10:40:00	Air					
<b>Arr.</b>	Pemba	17-Jun-21	13:50:00	Air		50.00	27	172.00	2,322.00
<b>Dep.</b>	Pemba	15-Jul-21	14:10:00	Air					
<b>Arr.</b>	Maputo	15-Jul-21	17:20:00	Air		50.00	2	237.00	237.00
<b>Dep.</b>	Maputo	16-Jul-21	13:45:00	Air					
<b>Arr.</b>	Addis Ababa	16-Jul-21	21:00:00	Air					
<b>Dep.</b>	Addis Ababa	17-Jul-21	13:40:00	Air					
<b>Arr.</b>	Juba	17-Jul-21	15:30:00	Air		30.00	1	237.00	71.10

**TOTAL SECTION 1** 34.00 \$ 3,735.60

Remarks

<b>SECTION 2 - Expenses</b>							
Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
Covid Test exit	27-May-21	USD	60.00			1.000	60.00
Covid Test Harare	12-Jun-21	USD	50.00			1.000	50.00
Covid test Mozambique	14-Jul-21	MNT	5,000.40			62.500	80.01
STA ALLOWANCE 14-17JUL'21	17-Jul-21	USD	113.33			1.000	113.33
STA ALLOWANCE 14JUN-17JUL'21	17-Jul-21	USD	850.00			1.000	850.00

**TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)** \$ 1,153.34

Remarks

<b>SECTION 3 - Travel Advances</b>							
Paying Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
SS10	27-May-21	USD	1,600.00			1.000	1,600.00

**TOTAL SECTION 3** \$ 1,600.00

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

**Remarks:**



Phillip BOTERERE

**SIGNATURE OF CLAIMANT**

## APPENDIX B

# TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:

Phillip BOTERERE -  
13133

TA No:

SS10/JUB/0820/MAY/21

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	For the STA Accommodation was provided Bed and Breakfast for Maputo days. In Pemba it was only accommodation and no breakfast.
	✓	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	3,735.60	
Total Section 2	1,153.34	
Sub Total	4,888.94	
Less Total Section 3	(1,600.00)	
DueTo (From) Staff	3,288.94	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO