

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Ambayo Denis swadiq KALISTO
- 73935

Travel Authorisation No: SS10/JUB/1701/OCT/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
Dep.	Juba	17-Oct-19	#Error	Air					
Arr.	Mandeng	17-Oct-19	#Error	Air		100.00	15	33.00	495.00
Dep.	Mandeng	07-Nov-19	#Error	Air					
Arr.	Juba	07-Nov-19	#Error	Air		30.00	1	91.00	27.30
TOTAL SECTION 1						16.00		\$ 522.30	

Remarks

SECTION 2 - Expenses								
	Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
	Accommodation	09-Nov-19	USD	750.00			1.000	750.00
TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)								\$ 750.00

Remarks

SECTION 3 - Travel Advances								
	Paying Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
	SS10	09-Nov-19	USD	700.00			1.000	700.00
TOTAL SECTION 3								\$ 700.00

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: Ambayo Denis swadiq
KALISTO - 73935 TA No: SS10/JUB/1701/OCT/19.

Date submitted to Accounting: 12-01-2021

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)	Extended from 7-9 Dec

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	USD	GL
Total Section 1	522.30	
Total Section 2	750.00	
Sub Total	1,272.30	
Less Total Section 3	(700.00)	
DueTo (From) Staff	572.30	

Prepared by: Finance Reviewed by: RMO Approved By: SRMO