

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

**Name of Claimant:** Duku James Mathew Lubai - 88330 **Travel Authorisation No:** SS10/JUB/1220/JUL/19

						<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	08-Jul-19	09:00:00	Air					
<b>Arr.</b>	Mankien	08-Jul-19	11:50:00	Air		100.00	31	33.00	1,023.00
						30.00	1	91.00	27.30
<b>Dep.</b>	Mankien	22-Jul-19	11:30:00	Air					
<b>Arr.</b>	Juba	22-Jul-19	14:30:00	Air					

**TOTAL SECTION 1** 32.00 \$ 1,050.30

Remarks

<b>SECTION 2 - Expenses</b>								
	Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD

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

Remarks

<b>SECTION 3 - Travel Advances</b>								
	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:**

**SIGNATURE OF CLAIMANT**

## APPENDIX B

# TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:

Duku James Mathew  
Lubai - 88330

TA No:

SS10/JUB/1220/JUL/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)	

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	USD	GL
Total Section 1	1,050.30	
Total Section 2		
Sub Total	1,050.30	
Less Total Section 3	( )	
DueTo (From) Staff	1,050.30	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO