

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Christopher Abosh Abosh
HOSEA - 74932

Travel Authorisation No: SS10/JUB/0519/MAR/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	30-Mar-20	#Error	Air					
Arr.	Ulang	30-Mar-20	#Error	Air		100.00	7	33.00	231.00
Dep.	Ulang	06-Apr-20	#Error	Air					
Arr.	Juba	06-Apr-20	#Error	Air		30.00	1	91.00	27.30

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 for 7 days at 45 USD per day	06-Apr-20	USD	315.00			1.000	315.00

TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.) \$ 315.00

Remarks

SECTION 3 - Travel Advances								
	Paying Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
	SS10	27-Mar-20	USD	315.00			1.000	315.00

TOTAL SECTION 3 \$ 315.00

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:

Christopher Abosh
Abosh HOSEA - 74932

TA No:

SS10/JUB/0519/MAR/20

Date submitted to Accounting:

06-12-2020

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	Accommodation for 7 days at 45 USD per day
✓		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	The original receipt for accommodation is attached
	✓	Original receipts for all expenses claimed on Section 2 of the TEC	
✓		Original ticket receipts & boarding passes for all legs of the journey	UNHAS ticket
✓		Original Travel Authorization (TA)	Attached

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	USD	GL
Total Section 1	258.30	
Total Section 2	315.00	
Sub Total	573.30	
Less Total Section 3	(315.00)	
DueTo (From) Staff	258.30	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO