

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

**Name of Claimant:** Walter kavinguha EGOBWA - 88447 **Travel Authorisation No:** SS10/JUB/0618/JUN/20

						<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	07-Aug-20	#Error	Air					
<b>Arr.</b>	Nairobi	07-Aug-20	#Error	Air		100.00	1	1,500.	1,500.00
<b>Dep.</b>	Nairobi	21-Sep-20	#Error	Air					
<b>Arr.</b>	Juba	21-Sep-20	#Error	Air					

**TOTAL SECTION 1** 1.00 \$ 1,500.00

Remarks

<b>SECTION 2 - Expenses</b>							
	Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount USD
	covid-19 test	18-Sep-20	KES	8,700.00		108.100	80.48
	FLIGHT TICKET	21-Sep-20	USD	584.10		1.000	584.10

**TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)** \$ 664.58

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:

Walter kavinguha  
EGOBWA - 88447

TA No:

SS10/JUB/0618/JUN/20

Date submitted to Accounting:

15-12-2020

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	
	✓	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	1,500.00	
Total Section 2	664.58	
Sub Total	2,164.58	
Less Total Section 3	( )	
DueTo (From) Staff	2,164.58	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO