

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Walter kavinguha EGOBWA - 88447 **Travel Authorisation No:** SS10/JUB/1325/JUL/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	02-Aug-19	10:00:00	Air					
Arr.	Nairobi	02-Aug-19	12:00:00	Air		100.00	1	1,650.	1,650.00
Dep.	Nairobi	12-Aug-19	02:00:00	Air					
Arr.	Juba	12-Aug-19	16:00:00	Air					

TOTAL SECTION 1 1.00 \$ 1,650.00

Remarks

SECTION 2 - Expenses								
	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

SECTION 3 - Travel Advances								
	Paying Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
	SS10	01-Aug-19	USD	1,300.00			1.000	1,300.00

TOTAL SECTION 3 \$ 1,300.00

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:

Walter kavinguha
EGOBWA - 88447

TA No:

SS10/JUB/1325/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	1,650.00	
Total Section 2		
Sub Total	1,650.00	
Less Total Section 3	(1,300.00)	
DueTo (From) Staff	350.00	

Prepared by:

Reviewed By:

Approved By:

Admin HR Assistant

Finance

SRMO/RR/COM/HOO