

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:



Christopher Abosh HOSEA

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:

04-03-2021

| 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 | 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 |

For Accounting Use Only

| | 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