TOTAL SECTION 1  Remarks  SECTION 2 - Expenses  Details of Expenditure  Date Paid (dd-mmm)  Time (24hr)  Travel (for car)  Nights Rate in USD  TOTAL SECTION 1  Remarks  SECTION 2 - Expenses  Details of Expenditure  Total Section 2 (Note: Please provide receipts for all expenses claimed.)  Remarks  SECTION 3 - Travel Advances  Paying Office (Location Code)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  Travel (dd-mmm)  Curr. Amount  Rate Amount  USD  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the	Name of Claimant:			Tr	avel Autho	orisatio	n No:		
SECTION 1 - Itinerary  Date (dd-mmm)  Date Paid (dd-mmm)  TOTAL SECTION 2 - Expenses  Details of Expenditure  Date Paid (dd-mmm)  Date Paid (dd-mmm)  TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)  Remarks  SECTION 3 - Travel Advances  Paying Office (Location Code)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  Curr. Amount  Rate Amount  Rate Amount  Rate USD  USD  TOTAL SECTION 3 - Travel Advances  Paying Office (Location Code)  TOTAL SECTION 3					I	For	r Accour	nting Use	only
TOTAL SECTION 1  Remarks  SECTION 2 - Expenses  Details of Expenditure  Date Paid (dd-mmm)  Time (24hr)  Travel (for car)  Nights Rate in USD  TOTAL SECTION 1  Remarks  SECTION 2 - Expenses  Details of Expenditure  Total Section 2 (Note: Please provide receipts for all expenses claimed.)  Remarks  SECTION 3 - Travel Advances  Paying Office (Location Code)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  Travel (dd-mmm)  Curr. Amount  Rate Amount  USD  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the	SECTION 1 - Itinerary						Subsiste	ence Allo	
Remarks  SECTION 2 - Expenses  Details of Expenditure  Date Paid (dd-mmm)  TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)  Remarks  SECTION 3 - Travel Advances Paying Office (Location Code)  TOTAL SECTION 3  Date Paid (dd-mmm)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the			Time			%		Rate	Amount USD
SECTION 2 - Expenses  Details of Expenditure (dd-mmm)  Date Paid (dd-mmm)  TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)  Remarks  SECTION 3 - Travel Advances Paying Office (Location Code)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  Curr. Amount Rate USD  TOTAL SECTION 3  Rate USD  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the	TOTAL SECTION 1				-				\$
Expenses  Details of Expenditure (dd-mmm)  Date Paid (dd-mmm)  TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)  Remarks  SECTION 3 - Travel Advances  Paying Office (Location Code)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  Code)  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the	Remarks								
TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.)  Remarks  SECTION 3 - Travel Advances Paying Office (Location Code)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the									
Remarks  SECTION 3 - Travel Advances  Paying Office (Location Code)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the			Curr.	Amount					mount USD
SECTION 3 - Travel Advances Paying Office (Location Code)  Date Paid (dd-mmm)  Code)  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the	TOTAL SECTION 2 (Note	: Please provide	receipts for all	expenses clai	med.)				\$
Advances Paying Office (Location Code)  Date Paid (dd-mmm)  Date Paid (dd-mmm)  Code)  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the	Remarks				_		_		
Code) (dd-mmm) USD US  TOTAL SECTION 3  I request payment of travel allowances due and/or reimbursement of expenses in accordance with the									
I request payment of travel allowances due and/or reimbursement of expenses in accordance with the			Curr.	Amount					mount USD
	TOTAL SECTION 3								\$
	1	-1 -11							
Remarks:	general instructions on tra		due and/or rei	mbursemen	t of expens	es in ac	cordanc	e with th	ie
Remarks.	Remarks.								

## TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:				TA No:			
Date sub	mitted to A	ccounting:					
YES N/A		Travel claim documents to be submitted with the Travel Expense Claim (TEC)			Notes/Comments		
		For A					
		USD	JOD	GL			
Total Sec							
Total Sec							
Sub Total		0.00	0.00				
_ess Tota	al Section 3	()	()				
DueTo (F	rom) Staff	0.00	0.00				
		· ·					
<b>.</b>		_	in a language	_			
Prepared by:		Rev	Reviewed By:		Approved By:		
Admin HF	R Assistant	Fina	ance	5	SRMO/RR/COM/HOO		