	e of Claimant:				l Authoris				
						For	Accour	nting Use	only
SECTION	ON 1 - Itinerary					Daily		ence Allo OSA)	wance
		Date (dd-mmm)	Local Time (24hr)	Mode of Travel	No. kms (for car)	%	No Of Days	DSA Rate in USD	Amoun USD
Dep.	Amman	07-Jan-18		Car					
Arr.	Ruwaished	07-Jan-18		Car		30.00	1.0	127.00	38.10
,,,,,	rawaionoa	07 Juli 10				100.00	1.0	127.00	127.00
Dep.	Ruwaished	08-Jan-18		Car					
Arr.	Amman	08-Jan-18		Car					
TOTA	L SECTION 1						2.00		<u>\$ 165.1</u>
Remarl	ks								
	TON 2 -								
Expen	Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount			Rat US		mount USD
ТОТА	L SECTION 2 (Note	: Please provide	receipts for all	expenses clai	med.)			•	2
Remar	ks								
SECTI Advan	ION 3 - Travel ces								
Paying	g Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount			Rat US		mount USD
TOTA	L SECTION 3								
	est payment of traval instructions on trace		lue and/or rein	nbursement	of expens	ses in acc	cordanc	e with th	е
genera Rema	ins.								

TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:	Husam Ibrahim Hammad	TA No:	JO10/1710/18	
Date submitted to Accounting:				

YES	NO	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	JOD	GL
Total Section 1	165.10	116.89	
Total Section 2			
Sub Total	165.10	116.89	
Less Total Section 3	()	()	
DueTo (From) Staff	165.10	116.89	

Prepared by:	Reviewed By:	Approved By:		
Admin HR Assistant	Finance	SRMO/RR/COM/HOO		