

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Ammar Ahmad AL SARAWIE **Travel Authorisation No:** JO10/2005/18

						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 Days	DSA Rate in USD	Amount USD
Dep.	Amman	27-Feb-18	08:15:00	Car					
Arr.	Karak	27-Feb-18	10:15:00	Car					
Dep.	Karak	27-Feb-18	13:30:00	Car					
Arr.	Maan	27-Feb-18	15:30:00	Car					
Dep.	Maan	27-Feb-18	16:15:00	Car					
Arr.	Aqaba	27-Feb-18	18:00:00	Car		30.00	1.0	242.00	72.60
						100.00	2.0	242.00	484.00
Dep.	Aqaba	28-Feb-18	08:15:00	Car					
Arr.	Maan	28-Feb-18	09:45:00	Car					
Dep.	Maan	28-Feb-18	15:30:00	Car					
Arr.	Aqaba	28-Feb-18	17:00:00	Car					
Dep.	Aqaba	01-Mar-18	12:30:00	Car					
Arr.	Amman	01-Mar-18	17:30:00	Car					

TOTAL SECTION 1 3.00 \$ 556.60

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

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:

 Ammar Ahmad AL
SARAWIE

TA No: JO10/2005/18

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)	

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	USD	JOD	GL
Total Section 1	556.60	394.07	
Total Section 2			
Sub Total	556.60	394.07	
Less Total Section 3	()	()	
DueTo (From) Staff	556.60	394.07	

Prepared by:

Reviewed By:

Approved By:

Admin HR Assistant

Finance

SRMO/RR/COM/HOO