

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Lokiri james jackson DUKU - 86619
Travel Authorisation No: SS10/JUB/1187/DEC/20

For Accounting Use only

| SECTION 1 - Itinerary | | | | | Daily Subsistence Allowance (DSA) | | | |
|-----------------------|------|-----------|--------|-----|-----------------------------------|--------------|-----------------|------------|
| | | | | | % | No Of Nights | DSA Rate in USD | Amount USD |
| Dep. | Juba | 01-Dec-20 | #Error | Air | | | | |
| Arr. | Wau | 01-Dec-20 | #Error | Air | | | | |
| Dep. | Wau | 04-Dec-20 | #Error | Air | | | | |
| Arr. | Juba | 04-Dec-20 | #Error | Air | | | | |

TOTAL SECTION 1 \$

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:

Lokiri james jackson
DUKU - 86619

TA No:

SS10/JUB/1187/DEC/20

Date submitted to Accounting:

04-12-2020

| 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) | |

For Accounting Use Only

| | USD | GL |
|----------------------|------|----|
| Total Section 1 | | |
| Total Section 2 | | |
| Sub Total | 0.00 | |
| Less Total Section 3 | () | |
| DueTo (From) Staff | 0.00 | |

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO