

**INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)**  
**TRAVEL EXPENSE CLAIM**

**Name of Claimant:** Alex Mujung BILALI - 86619 **Travel Authorisation No:** SS10/JUB/0703/JUL/20

|                        |       |                  |                         |                   |                      | For Accounting Use only           |                 |                       |               |
|------------------------|-------|------------------|-------------------------|-------------------|----------------------|-----------------------------------|-----------------|-----------------------|---------------|
| SECTION 1 - Itinerary  |       |                  |                         |                   |                      | Daily Subsistence Allowance (DSA) |                 |                       |               |
|                        |       | Date<br>(dd-mmm) | Local<br>Time<br>(24hr) | Mode of<br>Travel | No. kms<br>(for car) | %                                 | No Of<br>Nights | DSA<br>Rate<br>in USD | Amount<br>USD |
| <b>Dep.</b>            | Juba  | 03-Jul-20        | #Error                  | Car               |                      |                                   |                 |                       |               |
| <b>Arr.</b>            | Magwi | 03-Jul-20        | #Error                  | Car               |                      | 100.00                            | 2               | 33.00                 | 66.00         |
| <b>Dep.</b>            | Magwi | 04-Jul-20        | #Error                  | Car               |                      |                                   |                 |                       |               |
| <b>Arr.</b>            | Juba  | 04-Jul-20        | #Error                  | Car               |                      | 30.00                             | 1               | 91.00                 | 27.30         |
| <b>TOTAL SECTION 1</b> |       |                  |                         |                   |                      | 3.00                              |                 | \$ 93.30              |               |

Remarks

| SECTION 2 - Expenses   |                           |                       |       |        |  |             |               |
|--|---------------------------|-----------------------|-------|--------|--|-------------|---------------|
|  | Details of<br>Expenditure | Date Paid<br>(dd-mmm) | Curr. | Amount |  | Rate<br>USD | Amount<br>USD |
| <b>TOTAL SECTION 2</b> (Note: Please provide receipts for all expenses claimed.) |                           |                       |       |        |  |             |               |

\$

Remarks

| SECTION 3 - Travel Advances |                                  |                       |       |        |  |             |               |
|-----------------------------|----------------------------------|-----------------------|-------|--------|--|-------------|---------------|
|                             | Paying Office (Location<br>Code) | Date Paid<br>(dd-mmm) | Curr. | Amount |  | Rate<br>USD | Amount<br>USD |
| <b>TOTAL SECTION 3</b>      |                                  |                       |       |        |  |             |               |

\$

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:

 Alex Mujung BILALI -  
86619

TA No:

SS10/JUB/0703/JUL/20

Date submitted to Accounting:

20-01-2021

| 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                            |                |
|     | ✓  | 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      | 93.30 |    |
| Total Section 2      |       |    |
| Sub Total            | 93.30 |    |
| Less Total Section 3 | ( )   |    |
| DueTo (From) Staff   | 93.30 |    |

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO