

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: I made ANOMBAWA - 33417 **Travel Authorisation No:** SS10/JUB/0684/JUL/20

						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 Nights	DSA Rate in USD	Amount USD
Dep.	Juba	31-Jul-20	15:20:00	Air					
Arr.	Dubai	31-Jul-20	22:00:00	Air		100.00	1	1,500.	1,500.00
Dep.	Dubai	01-Aug-20	10:00:00	Air					
Arr.	Jakarta	01-Aug-20	22:00:00	Air					
Dep.	Jakarta	03-Aug-20	03:15:00	Air					
Arr.	Palu	03-Aug-20	07:00:00	Air					
Dep.	Palu	09-Sep-20	16:00:00	Air					
Arr.	Jakarta	09-Sep-20	19:25:00	Air					
Dep.	Jakarta	11-Sep-20	00:15:00	Air					
Arr.	Dubai	11-Sep-20	06:00:00	Air					
Dep.	Dubai	11-Sep-20	09:50:00	Air					
Arr.	Juba	11-Sep-20	14:00:00	Air					

TOTAL SECTION 1 1.00 \$ 1,500.00

Remarks

SECTION 2 - Expenses							
Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
Accommodation	01-Aug-20	IDR	2,565,200. 00			14470.00 0	177.28
Rapid test (required to travel to Jakarta)	07-Sep-20	IDR	150,000.00			14625.00 0	10.26
PCR Test	10-Sep-20	IDR	3,500,000. 00			14625.00 0	239.32

TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.) \$ 426.85

Remarks

SECTION 3 - Travel Advances							
Paying Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount			Rate USD	Amount USD
SS10	29-Jul-20	USD	1,200.00			1.000	1,200.00

TOTAL SECTION 3 \$ 1,200.00

I request payment of travel allowances due and/or reimbursement of expenses in accordance with the general instructions on travel.

Remarks:



Lokiri james jackson DUKU

SIGNATURE OF CLAIMANT

APPENDIX B

TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:

I made ANOMBAWA -
33417

TA No:

SS10/JUB/0684/JUL/20

Date submitted to Accounting:

12-08-2021

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)	

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	USD	GL
Total Section 1	1,500.00	
Total Section 2	426.85	
Sub Total	1,926.85	
Less Total Section 3	(1,200.00)	
DueTo (From) Staff	726.85	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO