

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Augustine Okech PAITO - 44377 **Travel Authorisation No:** SS10/JUB/1120/OCT/20

For Accounting Use only

SECTION 1 - Itinerary					Daily Subsistence Allowance (DSA)			
					%	No Of Nights	DSA Rate in USD	Amount USD
Dep.	Juba	21-Oct-20	#Error	Car				
Arr.	Mangalla	21-Oct-20	#Error	Car				
Dep.	Mangalla	21-Oct-20	#Error	Car				
Arr.	Juba	21-Oct-20	#Error	Car				

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:

Augustine Okech PAITO
- 44377

TA No:

SS10/JUB/1120/OCT/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