

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Ala` Sati Alhasan **Travel Authorisation No:** JO10/1712/18

For Accounting Use only

SECTION 1 - Itinerary		Date (dd-mmm)	Local Time (24hr)	Mode of Travel	No. kms (for car)	Daily Subsistence Allowance (DSA)			
						%	No Of Days	DSA Rate in USD	Amount USD
Dep.	Amman	07-Jan-18		Car					
Arr.	Ruwaished	07-Jan-18		Car		30.00	1.0	127.00	38.10
						100.00	5.0	127.00	635.00
Dep.	Ruwaished	12-Jan-18		Car					
Arr.	Amman	12-Jan-18		Car					

TOTAL SECTION 1	6.00	\$ 673.10
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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: Ala` Sati Alhasan

TA No: JO10/1712/18

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	673.10	476.55	
Total Section 2			
Sub Total	673.10	476.55	
Less Total Section 3	()	()	
DueTo (From) Staff	673.10	476.55	

Prepared by:

Reviewed By:

Approved By:

Admin HR Assistant

Finance

SRMO/RR/COM/HOO