

APPENDIX B

TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:

Husam Ibrahim
Hammad

TA No: JO10/1710/18

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)	

For Accounting Use Only

	USD	JOD	GL
Total Section 1	165.10	116.89	
Total Section 2			
Sub Total	165.10	116.89	
Less Total Section 3	()	()	
DueTo (From) Staff	165.10	116.89	

Prepared by:

Reviewed By:

Approved By:

Admin HR Assistant

Finance

SRMO/RR/COM/HOO