## INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM) TRAVEL EXPENSE CLAIM Walter kavinguha EGOBWA -Name of Claimant: **Travel Authorisation No:** SS10/JUB/1325/JUL/19 88447 For Accounting Use only **SECTION 1 - Itinerary Daily Subsistence Allowance (DSA)** Date Local Mode of No. kms No Of DSA **Amount** USD Time (for car) (dd-mmm) Travel **Nights** Rate (24hr) in USD 02-Aug-19 Dep. Juba 10:00:00 Air Arr. Nairobi 02-Aug-19 12:00:00 Air 100.00 1 1,650. 1,650.00 Nairobi 12-Aug-19 02:00:00 Air Dep. Arr. Juba 12-Aug-19 16:00:00 Air TOTAL SECTION 1 1.00 \$1,650.00 Remarks **SECTION 2 -Expenses** Rate USD Amount USD **Date Paid** Curr. **Amount** Details of (dd-mmm) Expenditure TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.) \$ Remarks SECTION 3 - Travel Advances **Date Paid** Curr. **Amount** Rate Amount **Paying Office (Location** USD **USD** (dd-mmm) Code) USD 1,300.00 **SS10** 01-Aug-19 1,300.00 1.000 **TOTAL SECTION 3** \$1,300.00 I request payment of travel allowances due and/or reimbursement of expenses in accordance with the general instructions on travel. Remarks:

SIGNATURE OF CLAIMANT

Admin HR Assistant

## TRAVEL EXPENSE CLAIN SUMMARY OF TOTALS

| PYES NA Travel claim documents to be submitted with the Travel Expense Claim (TEC)  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)  Total Section 1 1,650.00  Less Total Section 3 (1,300.00)  DueTo (From) Staff 350.00   | Name of Claimant  | :                                     | Walter kavinguha<br>EGOBWA - 88447 | TA No: SS10/ | /JUB/1325/JUL/19 |
|--|-------------------|---------------------------------------|------------------------------------|--------------|------------------|
| the Travel Expense Claim (TEC)  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)   | Date submitted to | Accounting:                           |                                    |              |                  |
| 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)  | YES NA            |                                       |                                    | Notes/C      | Comments         |
| 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)  | <b>✓</b>          | by organizers h                       | ave been specified on the original |              |                  |
| 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 Accourance Use Original Section 1  1,650.00  Otal Section 2  Sub Total  1,650.00  (1,300.00)  | <b>✓</b>          | returned to the                       |                                    |              |                  |
| 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  otal Section 1 1,650.00  otal Section 2  otal Section 3 (1,300.00)  | <b>✓</b>          | private stay at s<br>specified on the | ome point en route has been        |              |                  |
| 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  Total Section 1 1,650.00  Total Section 2 500 Total 1,650.00  Test Total 1,650.00 1,650.00  Test Total 1,650.00 1,6 | ✓                 | programme or s                        |                                    |              |                  |
| 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  Otal Section 1 1,650.00  otal Section 2  oub Total 1,650.00  ess Total Section 3 (1,300.00)  | ✓                 |                                       |                                    |              |                  |
| 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  otal Section 1 1,650.00  otal Section 2  ub Total 1,650.00  ess Total Section 3 (1,300.00)  | ✓                 |                                       |                                    |              |                  |
| Original ticket receipts & boarding passes for all legs of the journey Original Travel Authorization (TA)  For Accounting Use Only  USD GL  otal Section 1 1,650.00 otal Section 2 ub Total 1,650.00 ess Total Section 3 (1,300.00)  | ✓                 |                                       |                                    |              |                  |
| Original Travel Authorization (TA)  For Accounting Use Only  USD GL  Otal Section 1 1,650.00  Otal Section 2  Oub Total 1,650.00  ess Total Section 3 (1,300.00)   | <b>✓</b>          |                                       |                                    |              |                  |
| otal Section 1 1,650.00 otal Section 2 ub Total 1,650.00 ess Total Section 3 (1,300.00)  | <b>✓</b>          | -                                     |                                    |              |                  |
| otal Section 1 1,650.00 otal Section 2 ub Total 1,650.00 ess Total Section 3 (1,300.00)  | <b> </b>          |                                       |                                    | I            |                  |
| Total Section 1     1,650.00       Total Section 2     1,650.00       Sub Total     1,650.00       Total Section 3     (1,300.00)  |                   |                                       | For Accounting Use Only            |              |                  |
| otal Section 2  ub Total 1,650.00  ess Total Section 3 (1,300.00)  |                   | USD                                   | GL                                 | ]            |                  |
| ub Total 1,650.00 ess Total Section 3 (1,300.00)   |                   | 1,650.00                              |                                    | 1            |                  |
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Finance

SRMO/RR/COM/HOO