

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Makeen SIAM - 59317 **Travel Authorisation No:** SS10/JUB/0013/JUN/19

					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 Nights	DSA Rate in USD
Dep.	Amman	30-Apr-19	11:11:00	Air				
Arr.	Juba	30-Apr-19	12:12:00	Air				
Dep.	Juba	01-May-19	11:11:00	Air				
Arr.	Amman	01-May-19	12:12:00	Air				

TOTAL SECTION 1 _____ \$

Remarks _____

SECTION 2 - Expenses		Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount USD
Details of Expenditure							

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

Remarks _____

SECTION 3 - Travel Advances		Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount USD
Paying Office (Location Code)							

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: Makeen SIAM - 59317

TA No: SS10/JUB/0013/JUN/19

Date submitted to Accounting: _____

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:

Admin HR Assistant

Finance

SRMO/RR/COM/HOO