

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Obuoja simon alex DRAGA - 89684 **Travel Authorisation No:** SS10/JUB/0844/SEP/20.

| | | | | | | For Accounting Use only | | | |
|-----------------------|------|------------------|-------------------------|-------------------|----------------------|-----------------------------------|-----------------|-----------------------|---------------|
| SECTION 1 - Itinerary | | | | | | Daily Subsistence Allowance (DSA) | | | |
| | | Date (dd-mmm) | Local Time (24hr) | Mode of Travel | No. kms (for car) | % | No Of Nights | DSA Rate in USD | Amount USD |
| Dep. | Juba | 08-Sep-20 | #Error | Air | | | | | |
| Arr. | Renk | 08-Sep-20 | #Error | Air | | 30.00 | 1 | 91.00 | 27.30 |
| | | | | | | 100.00 | 16 | 33.00 | 528.00 |
| Dep. | Renk | 24-Sep-20 | #Error | Air | | | | | |
| Arr. | Juba | 24-Sep-20 | #Error | Air | | | | | |

TOTAL SECTION 1 17.00 \$ 555.30

Remarks

| SECTION 2 - Expenses | Date Paid (dd-mmm) | Curr. | Amount | | | Rate USD | Amount USD |
|--|-----------------------|-------|--------|--|--|-------------|---------------|
| Details of Expenditure | | | | | | | |
| Note books and pens for 12 training participant, ID tags, printing notes, attendance sheet and Time sheet for enumerators and participants. Extra two nights | 24-Oct-20 | USD | 167.00 | | | 0.000 | 0.00 |

TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.) \$ 0.00

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:

Obuoja simon alex
DRAGA - 89684

TA No:

SS10/JUB/0844/SEP/20.

Date submitted to Accounting:

02-12-2020

| 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 | 555.30 | |
| Total Section 2 | 0.00 | |
| Sub Total | 555.30 | |
| Less Total Section 3 | () | |
| DueTo (From) Staff | 555.30 | |

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO