

INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)
TRAVEL EXPENSE CLAIM

Name of Claimant: Comfort Adetona - 93646 **Travel Authorisation No:** SS10/JUB/0585/MAY/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	28-May-20	11:15:00	Air					
Arr.	Addis Ababa	28-May-20	13:30:00	Air		100.00	1	750.00	750.00
Dep.	Addis Ababa	29-May-20	08:00:00	Air					
Arr.	Accra	29-May-20	11:00:00	Air		100.00	1	750.00	750.00
Dep.	Accra	14-Aug-20	13:00:00	Air					
Arr.	Addis Ababa	14-Aug-20	22:00:00	Air		0.00	1	900.00	0.00
Dep.	Addis Ababa	15-Aug-20	13:15:00	Air					
Arr.	Juba	15-Aug-20	12:15:00	Air		0.00	1	900.00	0.00

TOTAL SECTION 1 4.00 \$ 1,500.00

Remarks

SECTION 2 - Expenses							
	Details of Expenditure	Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount USD
	covid testing	02-Aug-20	GHS	495.00		5.705	86.77

TOTAL SECTION 2 (Note: Please provide receipts for all expenses claimed.) \$ 86.77

Remarks

SECTION 3 - Travel Advances							
	Paying Office (Location Code)	Date Paid (dd-mmm)	Curr.	Amount		Rate USD	Amount USD
	SS10	26-May-20	USD	1,200.00		1.000	1,200.00

TOTAL SECTION 3 \$ 1,200.00

I request payment of travel allowances due and/or reimbursement of expenses in accordance with the general instructions on travel.

Remarks:



Lokiri james jackson DUKU

SIGNATURE OF CLAIMANT

APPENDIX B

TRAVEL EXPENSE CLAIM SUMMARY OF TOTALS

Name of Claimant:

Comfort Adetona -
93646

TA No:

SS10/JUB/0585/MAY/20

Date submitted to Accounting:

26-07-2021

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)	

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	USD	GL
Total Section 1	1,500.00	
Total Section 2	86.77	
Sub Total	1,586.77	
Less Total Section 3	(1,200.00)	
DueTo (From) Staff	386.77	

Prepared by:

Reviewed by:

Approved By:

Finance

RMO

SRMO