



IOM International Organization for Migration
OIM Organisation Internationale pour les Migrations
OIM Organización Internacional para las Migraciones

Travel Authorization (TA)

TA: **SS10/JUB/1300/NOV/20**

Related TA/s (Please indicate where applicable):

1	Name of Traveler	Dionne lorelie TARUN - 8712		Quarterly Travel Plans (QTP)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Post of Duty:	Juba. South Sudan					
3	Persons accompanying traveler (for children indicate date of birth):						
4	Trip Schema	<input type="checkbox"/> Travel On Duty TDY <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Rest & Recuperation <input type="checkbox"/> TDY/AL <input type="checkbox"/> TDY/R&R/Annual Leave <input checked="" type="checkbox"/> Home Leave <input type="checkbox"/> Annual Leave <input type="checkbox"/> R&R Plus Annual Leave <input type="checkbox"/> Appointment <input type="checkbox"/> Repatriation - Admin <input type="checkbox"/> Repatriation - OPS <input type="checkbox"/> Medical Travel - HI <input type="checkbox"/> Medical Travel - MSP					
5	Purpose/justification of travel	Home leave combined with R&R					
6	Dates of official duty	2020-12-11 - 2020-12-21 to 2021-01-07 - 2021-01-08					
NB: For official duty of more than 4 weeks please refer to IN/179 on short term assignments							
7	WBS Info	#	WBS	Amount or Percentage	Notes		
		1	DP.2204.SS10.10.04.001	15 %			
		2	DP.2234.SS10.10.04.001	10 %			
		3	MP.0458.SS10.10.04.001	10 %			
		4	DP.2081.SS10.10.04.001	15 %			
		5	DP.2189.SS10.10.02.005	25 %			
		6	DP.2205.SS10.10.04.001	15 %			
	<input checked="" type="radio"/> Percentage						
	<input type="radio"/> Amount						
Project Manager's/Supervisor's				Budget / RMU Approval:			
8	Mode of travel	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus/Train <input type="checkbox"/> Ship <input type="checkbox"/> Ferry			<input type="checkbox"/> Car:		
	Leave Dates	From	To	<input type="checkbox"/> IOM Vehicle			
	Rest and Recuperation	From	To	<input type="checkbox"/> Private Car		Covered by insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Exact Travel Itinerary						
	FROM (location)	Date	TO (location)	Date	FROM (location)	Date	TO (location)
	1 Juba	11/Dec/2020	Dubai	11/Dec/2020	2 Dubai	12/Dec/2020	Manila
	3 Manila	07/Jan/2021	Dubai	08/Jan/2021	4 Dubai	08/Jan/2021	Juba
10	City(ies) of accommodation(specify):			Calamba			
11	Private stay/Annual leave (or other leave) provided:			<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	Indicate dates:	22/Dec/2020 - 06/Jan/2021	
12	Private deviation:			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Specify leg(s):		
13	Accommodation (board and/or lodging) provided:			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Specify:		
14	Travel advance requested:			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Currency:		
					Amount:	0	
					via	<input type="checkbox"/> Bank Transfer <input type="checkbox"/> Check <input type="checkbox"/> Cash	
15	Visa(s) obtained:			<input checked="" type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes	Visa issued:		
16	Health briefings and vaccination obtained			<input checked="" type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes			
17	Security clearance needed (www.undss.org)			<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, requested by: <input type="checkbox"/> Mission <input type="checkbox"/> Headquarters		
	Security training completed (basic and advanced)			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
18	Please confirm that the Chief of Mission (COM) at destination has been informed of your arrival. If the function of COM at the duty station of destination does not exist or if the COM is absent, the Officer In Charge of that Mission or the Regional Director at the appropriate Regional Office must be informed.						<input checked="" type="checkbox"/> Yes

Please complete all questions and if not applicable use N/A. Incomplete TAs will be returned to originator.

For every Travel Authorization issued, a Travel Expense Claim form must be filled out, even if no expenses are claimed. The claim is generally to be settled in the office where the Travel Authorization has been issued.

The travel expense claim must be submitted with: 1. The original of the Travel Authorization 2. Original hotel bills and receipts for all expenses separately claimed 3. Used ticket receipts and boarding passes for every leg of the journey 4. Any unused tickets for reimbursement to the Organization.

My signature below acknowledges that I have read and understood the Instruction IN/6-Travel Instructions including its related attachments and that the information on the TA form is accurate to the best of my knowledge.

Traveller/Created by

Supervisor:

Funds Certified by:

Approved by:

Payment of Travel Advances

Date Paid	Type of Payment	USD/Local Currency	Paying Office (Location Code)	Signature of Paying Officer	Voucher No.	Signature of Payee

