



Travel Expense Report

Consultant Name: _____

Assignment REF: _____
 Assignment Title: _____

- Attach the following, if applicable**
1. Receipts for all reimbursable expenses > \$20
 2. Receipts for Accomodation
 3. Travel authorization form
 4. Per diem rates, if actuals not used
 5. Boarding pass, other proof of travel
 6. Justification & approval for lodging above max
 7. Justification & approval for non-economy travel
 8. Exchange rate support (OANDA, Bank or Hotel)

Countries/Cities visited	Max. lodging

M&IE rates used
 (select one, attach copy)

UN	<input checked="" type="checkbox"/>
Actuals	<input type="checkbox"/>
Local per diem	<input type="checkbox"/>
Other donor	<input type="checkbox"/>

Briefly state the purpose of your travel:

Days	Date	City/Place	Exch. Rate \$1 = 0.00	Living Costs <i>(actual lodging, M&IE)</i>		Travel/Transportation <i>(e.g. airfare, visa, local transport)</i>		Communication <i>(e.g. internet, phone, sim card)</i>		Other Business Expenses <i>(e.g. stationery)</i>		Daily Totals
				Lodging	M&IE	Description	Cost	Description	Cost	Description	Cost	
Day 1												0.00
Day 2												0.00
Day 3												0.00
Day 4												0.00
Day 5												0.00
Day 6												0.00
Day 7												0.00
Day 8												0.00
Day 9												0.00
Day 10												0.00
Day 11												0.00
Day												0.00
				0.00	0.00	0.00		0.00		0.00		0.00

Total expenses	0.00	Travel advance	0.00	Total	0.00
		Other deductions		Less total deductions	0.00
		Total deductions	0.00	BALANCE	0.00
					Due Traveler

Notes:
 UN Rates for country XXX/town xxx. Other conditions:

 Signature of Consultant/traveler Date

 Reviewed (TAO/CO) Date

 Approved (TAM/TL) Date