

Travel authorisation No. and Date :

Departure			Arrival			Daily Allowance	Porter/Pony	Bus/Tra n/Air fare	Actual Expens	Total	Purpose of Journey
Date	Time	Station	Date	Time	Station						
Total										0	
Advance Taken											
Amount claimed for payment/refunded											
I certify that the travel was authorised by me for the official purposes and the claims are genuine.											
Dated signature of employee:											
Certified that the travel was authorised by me for the official purposes and the claims are genuine and reasonable.											
Signature, Date & seal of the Controlling officer:											

Number:

Grade :

Date:

[illegible]

Tr. Advance outstanding : Nu.

Advence required : Nu.

Since (Date)

Not approved.

Advance of Nu.

(Signature & Seal, Head of Finance)

(Signature & Seal, Controlling Office)

Date.

Date _____

Date _____

