

Travel Allowance Bill.

Name of Employe :									Number:		
Designation :				Grade :							
No. of fares	:			Travel authori	sation No. and Da	te :					
Departure			Arrival			Daily	Porter/Pony	Bus/Trai		Total	
Date	Time	Station	Date	Time	Station	Allowance	1 ofter/1 only	n/Air fare	Expens	10141	Purpose of Journey
Total										0	
Advance Taken									1		
Amount claimed for payment/refunded											
		ses and the cla		ine.							•
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:										
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Royal Government of Bhutan.



Travel Authorisation.

Name of Employee :				Number:						
Designation :			Grade	:		Date:				
From	Το)	Mode of Travel	Halt At	Dumoso					
Station			Date	whole of Travel	nait At	Purpose				
Estimated Travelling Expenses : Nu.				Tr. Advance outstandi	ng : Nu.	Proposed Tour approved/				
Advence required : Nu.				Since (Date)		Not approved.				
						Advance of Nu.				
(Signature of Employee	2)		(Signature &	Seal, Head of Finance)		(Signature & Seal, Controlling Office)				
	·									

Date.

Date

Date