

Annexure - B

Travel Desk

Flight Ticket Cancellation Settlement Form

1.	Name	
2.	Designation	
3.	PF No.	
4.	Department	
5.	Travel Date	
6.	Flight Details	
7.	PNR No.	
8.	Place of travel	
9.	Reason of Cancellation with copy of the approval of the Competent Authority	
10.	Amount (Rs.)	
11.	Cancellation Charges (Rs.)	
12.	Refund Amount (Rs.)	

Signature of the employee	HoD/Section-In-Charge	Registrar	Director

For Office, Travel Desk only

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Signature of the Dealing Asst.	Transport Manager	Security Officer	Section-in-Charge
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