

Journey cum Travel Advance of Ticket Booking Approval

Account Head:

Institute A/c		R & D Project No.																		
CPDA		Others																		

Budget under the head of:

1. Contingency		2. Consumables		3. Non-consumables		4. TA		5. Others	
SN	Content			Details					
1.	Name of the Employee/Students & PF No/Roll No.:								
2.	Designation & Department								
3.	Journey Period			From :		To:			
4.	Travel Destination								
5.	Purpose of journey								
6.	Mode of Travel (please tick)			AIR:	Rail:	Road:	Others:		
7.	Mode proposed for this travel: (Please attach copy of approval for travel beyond entitlement)			AIR:	Rail:	Road:	Others:		
8.	Approximate fare (To & Fro)			Travel itinerary if tickets needed from travel desk (Yes/No)					
				TA:		DA:			
9.	Amount of Advance required:								
10.	Bank A/c No.								
11.	Signature of the Traveler								

Forwarded by	Recommended by	Approved as per Rules
HoD	DoFA	Director

For Office Use Only

Is there enough balance in the relevant head	YES:	No:
Is there more than one advance outstanding in this category or more than 3 advances in all?	YES:	No:
Advance Reference No. & date		
Assistant/Accountant	Coordinator/ Finance Officer/ Registrar / Dy. Director	

Advance Payment Note

1.	Name of the PI	
2.	Name of the Advance Holder & Designation	
3.	Advance Ref. No. & Date	
4.	Amount in Rs.	
5.	Mode of payment	Cash: Cheque: Bank ECS:
6.	Terms & conditions:	
	1) Only one advance in a category and preferably no more than two advances in all are allowed.	
	2) Check with Dealing Assistant in case of any doubts about the category of an item.	
	3) Please submit bills to R&D/F&A office within two months of receipt of advance.	