



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK (M.P.)
(A Central University established by an Act of Parliament)

TRAVEL / TOUR SCHEDULE CUM ADVANCE APPROVAL REQUEST

1. Name of the Applicant					
2. Designation & Department					
3. Grade Pay					
4. Place of visit					
5. Purpose of visit					
6. Period of visit		From _____ To _____			
7. Departure		Arrival		Schedule of Tour	Estimated Fare (Rs)
Date & Time	Place	Date & Time	Place	Mode & Class of Travel	
8. Please specify the budget head for expenditure is incurred		University () Project () Others ()			
		(Please specify other source/Project No. if applicable)			

- i) Estimated Travel expenses: _____.
- ii) Estimated other expenses (including local travel, accommodation etc.) _____.

I hereby undertake:

- (i) not to extend stay without prior approval of the Sanctioning Authority;
- (ii) to submit the adjustment bill for the above advance, if taken, immediately on return (Strike off if not applicable)
- (iii) I have submitted the TA/DA advance adjustment bills for previous tour(s).

It is requested that the tour programme may kindly be approved. TA/DA and contingent advance as above may be sanctioned and paid.

Signature of Touring Officer

Date -

Submitted for kind approval and sanction of Advance (if any).

DA/SO

AR/DR

Registrar

Approved & Sanctioned

Vice-Chancellor

Copy to:

1. Finance Section (where advance is required)
2. Establishment Section for personal file for