



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHOPAL

(Estb. by MHRD, Govt. of India)

Transit Campus : ITI (Gas Rahat) Building, Govindpura, Bhopal-462 023

Form for Journey cum Travel Advance Approval

SN	Content	Details
1	Name of the Traveller	
2	Date of Joining Institute	
3	Designation	
4	P F No / Roll Number	
5	Department	
6	Journey Date	
7	Likely date of Return	
8	Travel Destination	
9	Purpose of journey	
10	Mode of Travel	AIR: Rail: Road: Others:
11	Approximate fare (To & Fro)	
12	Advance Required	Rs.
13	Bank A/C No./Cash for money transfer if more than 10,000/-	
14	Any previous adv. pending?	
15	Arrangement of Classes/Duties	
17	Signature of the Traveller	
18	Signature of the PI	
19	Approval of co-ordinator in case of Inst. Emp. / Students	

For Accounts Office Use Only:

20	Funds Available in the Travel Head	Yes: No:
21	Travel Advance Ref. No. & Date	
22	Amount sanctioned	Rs:

For Approvals:

Asst. (Accts)	Finance Officer	Approved Director
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For Accounts Purpose:

Assist. (Advances)/Supdt.	Passed for payment Rs: Rupees:	Finance Officer
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