# Approval for Tour/ TA Advance

1. **Name (In Block Letters)**
   
2. **Employee Code**
   
3. **Designation**
   
4. **Purpose of Tour**
   
5. **Place(s) to be Visited**
   
6. **Departure (Date & Time)**
   
7. **Arrival (Date & Time)**
   
8. **Mode of Travel (Rail/Bus/Air and Charges Thereof)**
   
9. **TA Advance Requested For**
   
## Dates

**DATE:**

**SIGNATURE**

1. **Tour Programme Approved / Not Approved**

2. **Advance of Rs. _______ Sanctioned**

   **Signature of the Controlling Officer**

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**FOR ACCOUNTS SECTION**

**Amount of Rs. _______ (Rupees _______)**

**Received through Cash / Cheque no. _______ Dated _______**

**SIGNATURE of RECEIVER**

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23.05.2017  Ver1.0