

Requisition for Air Ticket

1. Name: _____ 2. Designation _____
3. GP: _____ 4. Whether entitled to travel by Air: _____
5. Air Ticket may be arranged for the following sector(s):

From	Sector To	Date	Approx. Time of departure	Purpose

Mobile No. _____ (mandatory)

Certified that the expenditure in connection with above tour will be borne by _____

Date: _____

Signature _____
(To be signed by Travelling Officer only)

Recommended by

(Controlling Officer)

Signature of tour approving authority

(In case approval of Competent Authority has already been obtained, copy of the same has to be enclosed)

Note:

- Tickets will only be arranged/booked by IC flight. For arranging tickets by non-IC flight, prior approval of Ministry of Civil Aviation will be obtained by the traveling officer.
- Cancellation of confirmed tickets should be absolutely avoided. In case, it is necessary to cancel the ticket, approval of Competent Authority will be required.
- Tour programme may be finalized well in advance so as to avail maximum discounted fare.
- No reimbursement will be claimed from the organization for which officer is being deputed, or
- Any reimbursement/TA received from that organization will be deposited with DD(Finance), DOEACC.