1. Name/Name: 
2. Designation: 
3. Pay + Grade Pay: 
4. Headquarters: 
5. Source of Fund: 

<table>
<thead>
<tr>
<th>Source of Fund</th>
<th>Purpose of Visit</th>
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</thead>
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</tbody>
</table>

### Details of Advance required

1. **Bus/Train/Airfare (to & fro)**
   - Mode of travel: 
   - Total: 

2. **Hotel Charges**
   - Per Day: 
   - Total: 

3. **Local Travel**
   - Per Day: 
   - Total: 

4. **Food Charges**
   - Per Day: 
   - Total: 

<table>
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<tr>
<th>From</th>
<th>To</th>
<th>Mode of travel and class of accommodation</th>
<th>Purpose of Visit</th>
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### Remarks

- Not Approved/Approved and sanctioned as per OM dated 19.11.2008

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**Signature of the Officer/employee**

**For the use of Finance Department**

Passed for: 

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**Note:** Only the actual expenditure incurred within the prescribed limits will be reimbursed as per normal procedure of reimbursement. (OM dated 19.11.2008)