

ASSIGNED BY :	DATE				
NAME & ID :	JOB/BR. LOCATION				
DESIGNATION :	Cost Centre & ID:				
REASON OF THE JOURNEY:					

Date of Journey	Starting Time of Journey	Ending Time of Journey	Location		Station	Bus / Train /	Accommodation	Daily	Car		- Entertainment	Out Station	Total Amount	K.M
			From	То	Conveyance	Air Fair	Accommodation	Allowance	Toll	Fuel/CNG	Entertainment	Conveyance	Total Amount	K.W
In Words:														

SUBMITTED BY	CHECKED BY	APPROVED BY

Note: 01. Enclose Original Evidence.

02. Copy of Tour Approval.

02. Copy of Tour Report.