



## TRAVEL REQUISITION

To  
The Director  
IIM-Ranchi

Date: \_\_\_\_\_

Through HOD

Mode of Traveling: Air/Train/Taxi Hire (Strike off whichever is not applicable)

Name of the person traveling: \_\_\_\_\_

Purpose of Travel \_\_\_\_\_

Advance Amount Required: Rs. / \$ \_\_\_\_\_

Departure		From	To	Arrival		* Mode of Travel Air/Rail/Road	**Hotel Reservation
Date	Time			Date	Time		

**Note**

\* Get the office to book the tickets.

\*\* As far as possible get the office to book your hotel reservation.

Name & Signature of the Applicant

Tour plan as requested: approved/not approved /to be discussed.

Director

Date



## Travel Expenditure Claim Form

Name: \_\_\_\_\_ Emp. No. : \_\_\_\_\_

Designation: \_\_\_\_\_ Dept. \_\_\_\_\_

Travel Authorization No. \_\_\_\_\_  
(To be filled in by Accounts Dept.)

Purpose of Travel \_\_\_\_\_

	Place of Travel	Date of Travel	Mode of Travel	Place of Stay
From				
To				

A. Fare From _____ to _____	Rs. _____	
B. Hotel Accommodation (if any)		
1. Room Charges	Rs. _____	
2. Telephone Charges	Rs. _____	
3. Food	Rs. _____	
4. Others (Please specify)	Rs. _____	
C. Traveling Allowances @ _____ for _____ days	Rs. _____	
D. Conveyance (as per statement attached)	Rs. _____	
E. Other Expenses (as per statement attached)	Rs. _____	
	TOTAL	

Net Claim Total Rs. \_\_\_\_\_

This is to certify that the traveling allowance  
Claimed by me in this statement is entirely  
Spent by me during my tour mentioned in this statement.

Advance taken Rs. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Approved by