



Indian Institute of Technology Kanpur

REQUEST FOR APPROVAL OF JOURNEY AND T.A ADVANCE

Institute A/c / Project No

Name : _____ PF / Roll No.:

Status : Faculty Staff UG Student PG Student Others

Designation : _____ Department: _____ Basic Pay/Scholarship : Rsper month

Purpose of Journey : (give details and attach necessary documents) : _____

- Debit Head**
- | | | |
|---------|--|---------------------|
| 1. JEE | 5. Conference (India) | 8. Others |
| 2. GATE | 6. Conference (Abroad) | 9. Medical |
| 3. QIP | 7. Admission Interviews/
Thesis Examination | 10. Department Fund |
| 4. LTC | | |

Details of Journey

Place of Visit:..... Date of Commencement:.....

Journey Mode : ROAD RAIL AIR Class :..... Single Fare : Rs. -----

Details of Advances Requested

- | | | |
|---|-------|-----------|
| (a) Travel Advance | | : Rs..... |
| (b) Daily Allowance (..... days) | | : Rs..... |
| (c) Additional Advance (specify):..... | | : Rs..... |
| Total Advance requested = (a) + (b) + (c) | | : Rs..... |

Are you entitled for the mode and class of travel mentioned above? YES NO

Special sanction required (give reason) :

Is there any TA Advance pending against your name for which TA Bill has not been submitted ? YES NO

Date :

Signature :

Recommendation: Recommended as per rule Recommended as a special case Not recommended

Date :

Signature :

FOR OFFICE USE ONLY

Journey Approved and Advance Sanctioned

HOD/DO AA/DOFA/DOSA/DEPUTY DIRECTOR/DIRECTOR

Pay Rs. **Rs. (in words):**

Asstt. Superintendent Asstt. Registrar Dy. Registrar (F&A)

Received the payment Rs Rs. (in words) :

Signature :

Cashier:

Date:.....

Date:

Ref. No.