



ATAL BIHARI VAJPAYEE-  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT  
GWALIOR (M.P.)

**TRAVEL REQUEST FORM**

Date:.....

To: - Director

From: - .....

**1. Travel Plan**

Departure		From (Place)	To (Place)	Arrival		Mode of travel by Air / Rail / Road	Address in the touring station
Date	Time			Date	Time		

2. Please state the purpose of travel briefly.....

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3. If the journey is required to be performed by a class higher than admissible, for instance by Air instead of by Rail, please state reasons in brief. ....

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4. (i) Advance requested for fare Rs.....

(ii) Daily allowance @ Rs.....per day for..... Rs.....

**Total** Rs.....



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**Whether tickets are booked by self / by Institute**

5. The head of account to which the expenditure is to be debited.

**Date:**

**(Signature)**

Tour Plan as required approved / not approved / to be discussed.

**Date:**

**Director**

**Checked by**

**Incharge, Finance / for payment**

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Paid by Cheque No.

Dated

for Rs.....Only

**Cashier**

**Accountant**

**AO / Incharge, Finance**

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Received the above Cheque

**Date:**

**Signature**