***Annexure 16/2***



**Royal Government of Bhutan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Finance & Accounting Manual**

**Travel Authorization**

Name of Employee: Number:

Position Title: Position Level: Date:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | | **To** | | **Mode of Travel** | **Halt At** | **Purpose** |
| **Station** | **Date** | **Station** | **Date** |
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Estimated Travelling Expenses: Tr. Advance Outstanding Advance of Nu.

Advance Required : Since (date)

Sanctioned/Recommended.

(Signature of employee) (Signature & Seal, Head of Finance) (Signature & Seal, Controlling Officer)

Date Date Date

***Annexure 16/2***



**Royal Government of Bhutan\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Finance & Accounting Manual**

(Royal Civil Service Commission)

**Travel Allowance Bill**

Name of Employee:

Position Title: Position Level: Number:

No. of Fares: Travel Authorization No. & Date: Date:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Departure** | | | **Arrival** | | | **Daily Allowance** | **Mileage** | **Bus/Train/**  **Air fare** | **Actual Expenses** | **Total** | **Purpose of Journey** |
| Date | Time | Station | Date | Time | Station |
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| Advance Taken:  Amount claimed for Payment/refund = | | | | | | | | | |  |  |
| Certified that the travel was performed by me for official purpose and the claims are genuine. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date & Signature of Employee | | | | | | | | | | | |
| Certified that the travel was performed by me for official purpose and the claims are genuine. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date & Signature of controlling Officer | | | | | | | | | | | |

***Annexure 16/2***