***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***