

Indian Institute of Science
Bangalore – 560 012

TRAVEL APPROVAL

	Ref. No. :	Date :		
1.	Name and Address of the person Travelling			
2.	Designation			
3.	Employee Code / S. R. Number			
4.	Bank Account Number (at SBI / Canara Bank, IISc Branch)			
5.	Class entitled			
6.	Reasons for travel			
7.	Route of Journey	From : Via :	To :	
8.	Date of Journey	From :	To :	
9.	Travel Allowance claimed	TA (to & fro) Rs.		
10.	Daily Allowance claimed	Incidentals (to & fro) Rs.		
		Hotel/Accommodation charges	For Days	Rs.
		Food charges	For Days	Rs.
		DA (Old Rates) @ Rs.	For Days	Rs.
	TOTAL			
Debit Head:				
The travel of the above staff member is approved				
Signature of Faculty in Charge		CHAIRMAN I I Sc, BANGALORE – 560 012		

P.T.O

