

**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
II Sc, BANGALORE – 560 012**

P.T.O

