



# Society For Electronic Transactions and Security (SETS)

## APPLICATION FOR TOUR APPROVAL

Name:	Code No.:
Department	Tour to:
Period of tour:	Purpose of tour:

### 1 For Expenditures

S.No.	Description	Amount (Rs.)
1.	FARES	
2.	LODGING EXPENSES	
3.	BOARDING ALLOWANCE	
4.	OTHERS	
5.	LOCAL TRIPS	
6.	<b>TOTAL</b>	

2 Certified that TR Bills in adjustments of all advances drawn earlier have been furnished except in respect of the journey if any completed during last week and that no advance is lying un-utilized.

3 I have read the TR Rules applicable to me.

*Signature of the Employee:*

*Forwarded by:*

*Name:*

*Designation:*

*Date:*

*Name:*

*Designation:*

*Date:*

1. Certified that Tour program is as per the entitlement of the employee. Special approval has taken in case of travel by higher class (specify.....). Funds are **available / not available**. Tour expenditure will be charged to..... and as per Budget allocated for the project (cost centre).

2. Submitted for Approval.

*Assistant Accounts Officer*

*CAAO*

*Date:*

*Date:*

***Approved / Not Approved***

*Date*

*Executive Director*