

**DOMESTIC TOUR APPROVAL CUM ADVANCE REQUISITION FORM**

Date: 4<sup>th</sup> June 2024

Name: Kamal Bhalla

Emp. Code No. R1132

Designation: Dem - sales

Department: Sales

Purpose: Chandigarh Taj event for channels partners

Duration: From: 4<sup>th</sup> June 2024 To: 8<sup>th</sup> June 2024

Destination: Ludhiana, Chandigarh

No. of Days: 

|   |   |
|---|---|
| 0 | 4 |
|---|---|

**Mode of Travel:**

- 1 - Air - Economy Class
- 2 - Train - 1st AC / 2nd AC / 3rd AC / Chair Car / Sleeper Class / 2nd Class
- 3 - Bus - Non AC / A.C. / Luxury / Sleeper Class

**IMPREST/ADVANCE REQUESTED:**

a) Train/Air/Bus Fare Rs. \_\_\_\_\_

b) Conveyance Rs. \_\_\_\_\_

c) Boarding & Lodging Rs. Fifteen thousand (15,000/-) (cash)

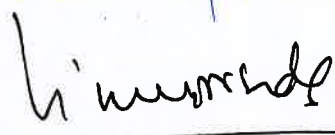
d) D.A. Rs. \_\_\_\_\_

Total Amount Rs. 15,000

(In Words) Fifteen thousand rupees only (cash)







Employee's Sign

Chief Executive Officer

Co-Chief Executive Officer

Note:- All the claims/imprest should be settled within Four days of coming back from the tour.