

INDIAN MARITIME UNIVERSITY- HEAD QUARATERS
EAST COAST ROAD - UTHANDI - CHENNAI

TOUR APPROVAL / ADVANCE FORM

Employee Name : _____ E Code : _____
Designation : _____ Band Pay : _____
Grade Pay : _____
Basic Pay : _____
Consolidated/ : _____
Lump sum : _____
Purpose of Travel : _____
Details of Travel : _____

Date of Journey	Place		Mode of Journey		Remarks
	From	To	Entitled Class	Higher Class	

(Note: Any deviation from the entitlement shall require special approval of the Competent Authority. Such Cases will be categorized under higher class)

Advance required : Fare Rs. _____
DA -Hotel/Guest House Rs. _____
DA - Food Rs. _____
Local Travel Rs. _____
Total Rs. _____

Counter Signature of Recommending Officer : _____
Signature: _____
Date : _____

[For use by Finance & Accounts]

An amount of Rs. _____ may please be sanctioned on the basis tour proposal.

Asst. (F) AR (F) DR (F) Finance Officer Registrar