



རིགས་གསུམ་རྒྱུ་སྤུལ་བཅའ་ཁྲིམས་ལྷན་ཁུངས་འཛིན་སྐྱོང་སློབ་ཁྲིམས་།  
 RIGSUM INSTITUTE OF IT & MANAGEMENT  
 THIMPHU : BHUTAN  
 TRAVEL AUTHORISATION FORM



Name of Employee:..... Designation: ..... Grade: .....

From		Mode of Travel	To		Halt at	Purpose
Station	Date		Station	Date		

Estimated Travelling Expenses: \_\_\_\_\_ Advanced required \_\_\_\_\_  
 Date: \_\_\_\_\_

As per our records a sum of Nu..... is outstanding against the official as on ..... against Travel Advance

Accounts Division

Employees Signature \_\_\_\_\_ Sanctioning Authority \_\_\_\_\_  
 Name & Designation \_\_\_\_\_

- Note:
1. This travel authorization must be obtained prior to proceeding of tour
  2. Copy of this travel authorization must be submitted to accounts for obtaining advance