

**INTEGRAL UNIVERSITY, LUCKNOW**  
**REQUEST FOR TRAVEL ADVANCE**

To,

The Vice Chancellor  
Integral University,  
Lucknow.

*(Through Proper Channel)*

Sir,

I may please be sanctioned Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
as Travel Advance against my official tour as per following details:-

1. Purpose of Tour: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Period of Tour: From \_\_\_\_\_ To \_\_\_\_\_  
Actual No. of Days: \_\_\_\_\_

3. Tour itinerary:

Departure (s)			Arrival (s)		
Date	Time	Place	Date	Time	Place

4. Breakup of Advance:

- a) Air, Train, Bus Tickets  
(if not booked by University) Rs. \_\_\_\_\_
- b) Taxi/Auto Hiring  
(Local+ At the place(s) of Tour) Rs. \_\_\_\_\_
- c) Food Charges for \_\_\_\_\_ days Rs. \_\_\_\_\_
- d) Lodging for \_\_\_\_\_ days Rs. \_\_\_\_\_
- e) Misc. Expenses to be incurred during  
the tour according to official exigency Rs. \_\_\_\_\_

**Total** Rs. \_\_\_\_\_

**Approved / Not Approved**

Touring Official  
Name: \_\_\_\_\_

Dean/ HoD  
Name \_\_\_\_\_

**Vice Chancellor**

INTEGRAL UNIVERSITY, LUCKNOW

**TRAVEL EXPENSES CLAIM**

1. Name of the Claimant : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Purpose of Tour : \_\_\_\_\_
4. Place (s) Visited : \_\_\_\_\_
5. Actual No. of Days Travelled : \_\_\_\_\_

*(24 hours from the actual time of departure shall be treated as one day. If the remainder time exceeds eight hours or above it shall be reckoned as half a day)*

**(A) Details of Actual Expenditure incurred on Air/ Train / Bus Tickets.**

**Booked by me/Booked by Office (Please Tick):**

From : \_\_\_\_\_ To \_\_\_\_\_ Rs. \_\_\_\_\_  
 From : \_\_\_\_\_ To \_\_\_\_\_ Rs. \_\_\_\_\_  
 From : \_\_\_\_\_ To \_\_\_\_\_ Rs. \_\_\_\_\_  
 From : \_\_\_\_\_ To \_\_\_\_\_ Rs. \_\_\_\_\_

**Total (A) Rs.** \_\_\_\_\_

**(B) Local Conveyance:**

Date	From	To	Taxi/Auto/ Bus	Amount
				Rs.
				Rs.
<b>Total (B)</b>				Rs.

**(C) Food Charges:**

Date	Food Charges	Amount
		Rs.
		Rs.
<b>Total (C)</b>		Rs.

**(D) Lodging :**

From \_\_\_\_\_ To \_\_\_\_\_ **Total (D) Rs.** \_\_\_\_\_

**(E) Misc. Expenses:**

(Describe nature of Expenditure)

\_\_\_\_\_  
 \_\_\_\_\_ **Total (E) Rs.** \_\_\_\_\_

**Total Expenses (A+B+C+D+E): Rs.** \_\_\_\_\_  
**Advance Taken: Rs.** \_\_\_\_\_  
**Balance to be deposited /Refund: Rs.** \_\_\_\_\_

**Signature of Claimant**

(For Use of Accounts Section)

Passed for Rs.....(Rupees .....)

**Accountant**

**Accounts Officer**

**Treasurer**

# INTEGRAL UNIVERSITY, LUCKNOW

Tour Diary of Mr. \_\_\_\_\_

1. Period of Tour: From \_\_\_\_\_ To \_\_\_\_\_

2. Place(s) visited: \_\_\_\_\_

3. Names & Designations of important Officials met during tour:

Sl. No.	Name	Designation	Mobile No.

4. Details of works attended /Official Business Transacted during tour :

Date(s)	Description of works attended /official Business transacted

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_