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|  Kathmandu University Dhulikhel, KavreTRAVEL REQUEST FORM*National / International Travel**1111As per annex 3.2* |
| **Personal Detail** |
| **Name** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Position** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Department/ Section**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Office/School**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Travel Detail** |
| **Purpose of Travel**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Place and Country** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Period** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Mode of Transportation**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Expenses By** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Advance Detail**  | **Travel Expenses****\_\_\_\_\_\_\_\_\_\_\_** | **Daily Allowance****\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Remarks** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  **To be Filled by HOD/ Coordinator** **Name:** **Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | * **Travel Budget to be borne by Faculty Development Budget OR……………………….**(if FDP please tick)
* **Budge Amount for the Travel\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **As per the Annual Plan: Yes / No**
 |
| **Requested By:** | **Recommend By** | **Approved By** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Traveler's SignatureDate:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dean / ……………..SchoolDate: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Registrar  Date: |

CC: 1. Account Section 2. School Administration 3. HRGS 4. Traveler 5. Other………...

**Official Purpose**

**Budget No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through Cash/ Cheque No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in words\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**has been provided to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Account Officer's Signature Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Travel Bill**  |
| **Travel Expenses** | **Daily Allowances** | **Other Expenses** |
| Mode of Transportation  | Class | Rate | Total  | Days | Rate | Total  | Detail | Total  |
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|  |  | Total  |  |  |  |  |  |  |

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| **Expenses Detail:**  |
| Travel Expenses (A) |  | Attached the bill. |
| Daily Allowances (B) |  |  |
| Other Expenses (C) |  |  |
| Total Expenses (D) |  |  |
| Advance Taken  |  |  |
| Reimburse / ( Bank Deposit)F(D-E) |  |  |

The Expenses of Rs..................mentioned is true. Any falsification will be the ground of punishment as per the KU rules and regulation.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checked By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_