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| Kathmandu University  Dhulikhel, Kavre  TRAVEL 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 Signature  Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean / ……………..  School  Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_