



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविधालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

(FORMAT FOR TOUR PROGRAMME AFTER JOURNEY)

NAME	DESIGNATION
ADVANCE DRAWN (RS.)	PURPOSE OF THE TOUR

DEPARTURE	ARRIVAL	MODE OF JOURNEY AIR/ROAD AND CLASS	DISTANCE IN KM	ACTUAL IN KM	WHETHER CONVEYANCE PROBIDED BY IIFT	APPX. DISTANCES IN KM	USE OF STAFF CONVEYANCE
DATE & TIME	PLACE						
I	II	III	IV	V	VI	VII	VIII

CERTIFIED THAT:

1. THE JOURNEY/S SHOWN ABOVE HAVE BEEN PERFORMED IN THE INTEREST OF THE INSTITUTE.
2. THE JOURNEY/S WERE PERFORMED FOR THE WORK RELATING TO _____ (ORGANISATION) AND THE AMOUNT OF TA / DA MAY BE CLAIMED FROM THEM.
3. NO CASUAL LEAVE WAS AVAILED OF DURING THE TOUR / _____ DAYS CL FROM _____ TO _____ WAS AVAILED FOR WHICH PRIOR PERMISSION WAS OBTAINED (STRIKE OFF WHICHEVER IS NOT APPLICABLE).
4. A. BOARD & LODGING FACILITY WAS PROVIDED NEITHER BY IIFT NOR BY ANY ORGANIZATION.
b. ONLY BOARD / LODGING FACILITY WAS PROVIDED BY IIFT / ORGANISATION.
5. I CERTIFY THAT I WAS ON DUTY IN CONNECTION WITH ABOVE DURING ALL THE DAYS INCLUDING SUNDAYS AND HOLIDAYS.

(SIGNATURE)

HEAD OF THE DIVISION

FINANCE SECTION

NOTE: IN CASE OF AIR JOURNEY, COUNTERFOIL OF THE AIR-TICKET SHOULD INVARIABLY BE ATTACHED. KINDLY INDICATE THE DISTANCE FROM RAILWAY STATION / AIRPORT / BUS STOP TO PLACE OF STAY & VICE VERSA. KINDLY ALSO INDICATE WHETHER STAFF CAR WAS PROVIDED BY IIFT / OTHER ORGANISATION.

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ACKNOWLEDGEMENT
(To be handed over to the employee on submission)

NAME:

PURPOSE:

DAIRY NO:

DATE:

(Signature of Dealing Assistant of Finance Division)

(FOR USE IN FINANCE SETION)

S. NO.	PARTICULARS	AMOUNT (RS.)
1	➤ AIR	
	➤ RAIL	
	➤ ROAD	
2	DAILY ALLOWANCE (AS PER DETAIL ATTACHED)	
3	ROAD MILEAGE	
4	MISCELLANEOUS EXPENSES	
	➤ INTRACITY	
	➤ TELEPHONE	
	➤ OTHERS	
	TOTAL 1 TO 4	
	LESS: ADJUSTMENT OF AIR / RAIL / ROAD FARE ARRANGED THROUGH IIFT	
	BALANCE	
	LESS: ADVANCE DRAWN	
	NET PAYMENT / REFUND	
	REFUNDABLE	

DEALING ASSISTANT

AO/AFO

DFO