



Indian Institute of Foreign Trade

B-21 Qutab Institutional Area New Delhi-110016

To
Registrar
Indian Institute of Foreign Trade
New Delhi-110016

Sub : Travelling Allowance Form

Sir,

I was called to appear in the written test for the post of ----- on 07.08.2022.

I actually performed the journey by Rail/Bus and spent on Railway/Bus fare a sum of Rs.----- as per the details given below which may kindly be paid to me by Bank transfer as per the particulars /NEFT details.

Date	From	To	Mode of journey(Air/Rail/Bus)	Class actually travelled	Ticket No	Amount (Rs)

Yours faithfully,

(Signature of the applicant)

Roll No:- _____

Bank Particulars/Details of NEFT	PRESENT ADDRESS:-
Name of the candidate----- (as per Bank Passbook) Name of Bank----- Branch address----- Bank Account No----- IFSC Code----- Mobile No----- E mail ID -----	

For office use only

Certified that:-

1. Shri/Ms ----- appeared for written test/ computer test/Skill test on the above mentioned date.
2. The journey starting place is the same as given in his/her application. He /she is entitled for Second class Sleeper Class Railway Fare only.
Recommended for payment as per Rules.

Sr. Administrative Officer

Dy. Finance Officer

Encl: Tickets