**Royal University of Bhutan**

**OVC/College:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Travel Authorization**

 **Form No. RUBFM-31**

|  |  |
| --- | --- |
| **Name of the Employee:**  |  |
| **Designation:**  | **Position Level:**  | **Date:** |
| **From** | **To** | **Mode of Travel** | **Halt at** | **Purpose of Journey** |
| **Station** | **Date** | **Station** | **Date** |
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|  |  |  |  |  |  |
| **Estimated Travelling Expenses: Nu** |
| **Advance Required:** |
| **(Signature of Employee)****Date** | **(Signature & Seal, Head of Finance)****Date** | **(Signature & Seal, Controlling Officer)****Date** |

**Royal University of Bhutan**

**OVC/College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Travel Allowance Bill**

**Form No. RUBFM-32**

|  |  |  |
| --- | --- | --- |
| **Name of the Employee:**  |  | **Designation:** |
| **Travel Authorization Date:** | **Position Level:**  |  | **Date:** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Departure** | **Arrival** | **Daily Allowance** | **Mileage** | **Bus/Train/Air fare** | **Total** | **Purpose of Journey** |
| **Date** | **Time** | **Station** | **Date** | **Time** | **Station** |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
| **Total** |  |
| **(-) Advance Taken: Nu.** |  |
| **Amount claimed for payment/refunded: Nu.** |  |
| **Certified that the travel was performed by me for official purposes and the claims are genuine.** |
|  | **Dated Signature of employee** |
| **Certified that the travel was authorized by me for official purposes and the claims appear genuine and reasonable.** |
|  | **Signature, Date & seal of the Controlling Officer** |