



Indian Institute of Science Education and Research Bhopal

Journey Cum Travel Advance Approval

Account Head:

Institute A/c	R & D Project No.																		
CPDA	Others																		

Budget under the head of:

1. Contingency	2. Consumables	3. Non-consumables	4. TA	5. Others
SN	Content	Details		
1.	Name of the Employee/Students & P F No/Roll No.:			
2.	Designation & Department			
3.	Journey Period	From :	To:	
4.	Travel Destination			
5.	Purpose of journey			
6.	Mode of Travel	AIR:	Rail:	Road: Others:
7.	Approximate fare (To & Fro)			
8.	Amount of Advance required:			
9.	Bank A/c No.			
10.	Signature of the Traveler			

Forwarded & recommended by	Approved as per Rules
Dept. Coordinator/PI/ HOD	DoFA/Registrar/Director

For Office Use Only

Is there enough balance in the relevant head	YES:	No:
Is there more than one advance outstanding in this category or more than 3 advances in all?	YES:	No:
Advance Reference no & date		
Assistant/Accountant	Coordinator/ Finance Officer/ Registrar	

Advance Payment Note

1.	Name of the PI	
2.	Name of the Advance Holder & Designation	
3.	Advance Ref. No & Dt	
4.	Amount Rs.	
5.	Mode of payment	Cash: Cheque: Bank ECS:
6.	Terms & conditions: 1) Only one advance in a category and preferably no more than 2 advances in all are allowed. 2) Check with Dealing Assistant in case of any doubts about the category of an item. 3) Please submit bills to R&D/F&A office within two months of receipt of advance.	