

**Sainik Infratec Private Limited****Tour Information, Approval & Advance Application Form**

Name:	Designation:
Department:	Office:

PURPOSE OF TOUR :

DEPARTURE			ARRIVAL			Contact Address & Phone Number
Date	Time	Place	Date	Time	Place	

NOTES :	1. The journey will be undertaken in accordance with company's Travel Rules in force from time to time.
	2. Please submit your Travel Expenses Bill to Accounts Deptt. Within 7 days of your return.

Particulars	Basis	Advance (Rs.)
1. Fare		
2. Lodging		
3. Fooding		
4. Conveyance		
5. Telephone		
6. Others		
TOTAL		

Propose advance money for tour (if any) Rs.

Date	Employee	Head of Department	Authority