

#### 4.9 Domestic Travel Requisition Format

1. Reference No.: ..... Date: .....
2. Name of Principal Consultant(s): .....Designation.....
3. Name of the Client:.....
4. Title of the work: .....
5. Name and designation of travelling person (s).....
6. Place(s) to be visited along with dates:.....
7. Purpose of visit: .....
8. Estimated Expenditure:
  - a) Travel Expenditure: Road/Rail Fare: Rs. .... Air fare Rs. ....
  - b) Per Diem Daily allowance @ ..... for ..... days =Rs. ....  
 Hotel accommodation @ ..... for..... days = Rs. ....
  - c) Miscellaneous expenses (registration, telephone/internet etc.) Rs. ....
- Total Expenditure: .....
9. Advance in the name of: .....of Rs.....

#### Recommended/Not recommended

**Signature of Consultant**

If Company receiving the consultancy has specified any specific condition(s) for travel under the agreement that shall be followed. To be attached by each travelling person with the respective TA bill form(s)

#### Consultancy Cell

The travel recommendation is in accordance with the norms laid down in the terms and conditions of Consultancy.

**SCS Coordinator**

**Accounts Officer**

**Director/Dean/VC**