



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			

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					
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