



**Indian Institute of Technology Kanpur**  
**REQUEST FOR APPROVAL OF JOURNEY AND T.A. ADVANCE**

Institute A/c/  Project No .....

Name: \_\_\_\_\_ PF JRoll No.:

Status:  Faculty  Staff  UG Student  PG Student  Others

Designation: \_\_\_\_\_ Department: \_\_\_\_\_ Basic Pay/Scholarship: Rs ..... per month

Purpose of Journey: *(give details and attach necessary documents):*

Debit Head	1. JEE	5. Conference (India)	8. Others
	2. GATE	6. Conference (Abroad)	9. Medical
	3. QIP	7. Admission	10. Department
	4. LTC	interviews/ Thesis	Fund
		Examination	

Details of Journey

Place of Visit: ..... Date of Commencement: .....

Journey Mode:  ROAD  RAIL  AIR  Class: ..... Single Fare: Rs.

Details of Advances Requested

(a) Travel Advance	Rs .....
(b) Daily Allowance (.....days)	Rs .....
(c) Additional Advance (specify)	Rs.....
Total Advance requested = (a) + (b) +(c)	Rs .....

Are you entitled for the mode and class of travel mentioned above?  YES  NO

Special sanction required (give reason): .....

Is there any TA Advance pending against your name for which TA Bill has not been submitted? ) YES NO

Arrangements of classes during leave.....

Date: .....

Recommendation:  Recommended as per rule  Recommended as a Special case  Not recommended

Signature.....

Date.....

FOR OFFICE USE ONLY  
*Journey Approval and Advance Sanctioned*

HoD / DOAA / DOFA / DOSA / DEPUTY DIRECTOR / DIRECTOR

Pay Rs.....

Assistant	Superintendent	Assistant Registrar	Deputy Registrar (F&A)
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Receive the payment Rs.....Rs. (In words).....

Signature : ..... Cashier : .....

Date..... Date: Ref No