Subject: Advance - Travelling expenses on transfer.

Note:
1. *Information in respect of all columns is compulsory for processing of application.*
2. *Distance between the two stations may be worked out from the time table of train / roadways*
3. ** Strikeout whichever is not applicable.*

1.	Emp.code No.		2.	Name of the employee		
3.	Designation		4.	Status	* Regular / Probation / Deputationists / Ad hoc / Contract	

5.	Details of Office order of transfer		Office order no._____ date _____	
6.	Transferred from	a)	Name of the project	
		b)	Station	
7.	Transferred to	a)	Name of the project	
		b)	Station	
8.	Distance between the two stations (S.No. 6(b) & 7(b))		_____Kms	

A. Self

9.	Entitled mode / class of travelling	Entitled amount (ref. sno.8 & col.9(a)	Expected Mode of Travelling	Expected amount of expenditure	Amount of advance applied for (least of col. 9(b) and 9(d)
	(a)	(b)	(c)	(d)	(d)

B. Family members

10.	Travelling details	(a)	Station from - Originating	
		(b)	Station to - Destination	
		(c)	Distance between the two stations	
11.	Entitlement	(a)	Distance (least of s.no.8 & 10(c))	
		(b)	Train fare (with ref. to s.no.11(a)	

12. Details of family members for whom advance is applied for

S. No.	Name of dependent member	Relation-ship with the employee	Age (yrs)	Entitled Mode / class of travelling	Expected Mode of Travelling	Figures in Rupees: Expected amount of exp.	Entitled Amount $	Amount of advance (least of col.(g) & (h)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
$ Entitled amount is least of s.no.11(b) and col. 12 (g) for full fare ticket. This is further subject to limits for half tickets on children and concession for sr. citizen allowed for travelling in train & other concessions, if any.								
Total								

13.	Gross Advance applied for (Total of s. no. 9(d) and 12(i))	Rs.

Signature of the employee_____

Project / Functional Head

FOR USE IN ACCOUNTS

The above information has been checked / scrutinized. Employee is eligible for advance for travelling expenses on transfer – Rs. _____.
Competent Authority for Approval is _____ (Ref. Item No.____ of SOP).
Submitted for approval please.

Dealing Official

Finance Head