



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India
Website: www.cottonuniversity.ac.in



APPLICATION FOR TOUR APPROVAL

1	Name, Designation & Department of the employee proposing for the tour	Name:
		Designation:
		Department/Section:
2	Name, Designation & Department of accompanying employee/person (if any) for the proposed tour	Name:
		Designation:
		Department/Section:
3	Purpose of the proposed tour (<i>please specify</i>)	
4	Place(s) to be visited during the tour	
5	Proposed date and time of starting from the Headquarter	
6	Proposed date and time of return to the Headquarter (<i>please indicate if there is any foreseeable on-route halt</i>)	
7	Type and number of days of leave to be availed during the proposed tour	
8	Mode of transport and proposed shortest route to undertake the journey	
9	Additional approval required, if any i.e. journey by air for non-entitled category officer (<i>Please refer Govt. of Assam TA Rules</i>)	Yes / No
10	Whether any advance amount is required for the proposed tour (<i>If Yes, then provide the detailed estimate in a separate sheet</i>)	Yes / No Amount: Rs _____
11	Whether the proposed tour is funded by the University or any other funding agency (<i>please mention</i>)	
12	Any other relevant information	
Place: Guwahati		
Date:		Signature of the employee
Recommendation of the HoD/Section-in-charge		Recommended Signature of the HoD/Section-in-charge
Approval of the competent authority		Registrar/Vice Chancellor
Order of the competent authority regarding SI No 9 & 10		Registrar/Vice Chancellor

- This form must be submitted before **7 days** of the proposed tour in Issue & Receipt section.
- This form must have to be approved before the journey is undertaken, failure to do so will result in forfeiture of claims against the tour.
- ****After approval this form must be submitted alongwith the TA Bill Form while the claim is preferred**.**
- This is mandatory for audit requirement.