

**INDIAN INSTITUTE OF TOURISM AND TRAVEL MANAGEMENT**

**APPLICATION FORM FOR TOUR T.A. ADVANCE**

1.	Name of the officer/Official proceeding on tour	
2.	Designation	
3.	Pay in Pay Band and Grade Pay	
4.	Railway class to which entitled	
5.	Whether the tour programme has been approved by the competent Authority . If so, please attach a copy	
6.	In case the officer is not entitled to travel by Air, whether the approval of Competent Authority has been obtained. If so, please attach a copy.	
7.	Whether any previous TA advance is remaining unadjusted. If so, whether the TA Bill for that has since been submitted or not.	
8.	Place to be visited	
9.	Date on which the officer/Official wants to processed on tour	
10.	Amount of advance required	
11.	Details of Calculations :  A) Rail/Air fare  B) Daily allowance for halts  Remarks , if any	

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Selection along with phone No. \_\_\_\_\_

Recommendation of the officer who has approved the tour programme of the applicant

Note:- /advance application should reach Accounts Section at least SEVEN DAYS in advance from the date of Journey)