TO BE USED FOR TRAVEL UNDER SCHEMES

Travel Approval

INDIAN INSTITUTE OF SCIENCE, BANGALORE - 560 012

	FOR OFFICE USE (SCHEMES)			
	Funds availability YES / NO			
DEPARTMENT OF AEROSPACE ENGINEERING				
Ref. No. : <b>AE</b> /	Date : / /20			
Before filling up this from please ensure the availability of funds from the schemes unit (Extension 2254)	Scheme/Project No.:	_		
A. To be filled in by the Investigator-in-charge	(Travel / Contingencies Grants)			
Name of the person traveling	Designation Class entitled Class Traveline	g		
	II/I/AIR II/I/AIR			
	II/I/AIR II/I/AIR			
	(Strike out those not applicable)			
Reasons for the travel : (purpose) Route of Journey				
	From: To:			
	Viz			
	Approximate amount involved in the travel:	_		
Duration of visit	Particulars ₹			
From <b>/ /20</b> to <b>/ /20</b>	T.A. (both ways/one way) :			
Day / s	Daily allowance :			
	Registration fee if any :			
	TOTAL₹			
In the case of payment of Registration fee indicate the following:				
Registration fee ₹.	Cheque/D.D.			
To be prepared before :	To be drawn in			
	Favour of			

I certify that the above travel is of direct relevance to the Scheme/Project. The expenditure towards T.A. / D.A. and Registration fee if any in this connection may be debited to the scheme mentioned above.

SIGNATURE OF THE INVESTIGATOR

B. The travel of the above staff member/s is approved

AE/CVR

SIGNATURE OF THE CHAIRMAN, A.E.

Date :

## DEPARTMENT OF AEROSPACE ENGINEERING INDIAN INSTITUTE OF SCIENCE, BANGALORE – 560 012

## APPLICATION FOR TRAVELING ALLOWANCE ADVANCE

(Columns 1 to 9 to be completed by the applicant)

Note : TA / DA advance cannot be paid if the visit has not been approved.

1.	Name of the Applicant (in black letters)	
2.	Designation	
3.	Department / Section	Aerospace Engineering
4.	Basic pay / Scholarship / Fellowship etc., (in the case of Scholarship / Fellowship may also be indicated	Rs.
5.	Approval Letter No. and Date	AE/ Dt. / / 20
6.	Place of Visit (Meeting / Symposium / Conference / Training).	
7.	Date of Departure from and arrival at Bangalore	Departure : / / 20 Arrival : / / 20
8.	Total amount of advance requested	₹.
9.	Details of previous TA/DA advances outstanding, if any (Please indicate the reasons for not having submitted the TA Bill)	
Date	e: / / 20	
Bangalore		SIGNATURE
Forward w/c to : The Finance Officer, IISc		
		Chairman
AE/CVR		Dept. of Aerospace Engg.