



**Travel Authorisation**  
**National Center for Hydrology and Meteorology**



**Name:**

**Number:**

**Designation:**

**Grade:**

**Date:**

From		To		Mode of Travel	Halt At	Purpose
Station	Date	Station	Date			

Estimated Travelling Expenses:

Tr. Advance Outsanding Nu:

Not Approved

Advance Required:

Since (Date)

Advance Nu.

Sanctioned/Recommended

(Signature of Employee)

(Signature & Seal, Head Of Finance)

Signature & Seal, Controlling Officer

Date

Date