

Travel Request Form

Employee Details

- **Full Name:** _____
 - **Employee ID:** _____
 - **Department:** _____
 - **Designation:** _____
 - **Contact Number:** _____
 - **Email ID:** _____
-

Travel Details

- **Purpose of Travel:** _____
 - **Destination:** _____
 - **Departure Date:** ____ / ____ / ____
 - **Return Date:** ____ / ____ / ____
 - **Mode of Travel:** Air Train Bus Car Other:

 - **Accommodation Required:** Yes No
-

Expense Details

- **Estimated Travel Cost:** ₹ _____
- **Estimated Accommodation Cost:**
₹ _____
- **Other Expenses (if any):** ₹ _____
- **Total Estimated Cost:** ₹ _____

Approval & Verification

- **Recommended By:** _____
- **Approval By:** _____
- **Approval Date:** ____ / ____ / _____
- **Finance Verification:** [] Approved [] Rejected
- **Remarks (if any):**

Declaration I confirm that the information provided above is true and accurate. I understand that approval is subject to the policies of TC Business School.

Signature: _____

Date: ____ / ____ / _____

For Office Use Only

- **Processed By:** _____
- **Payment Issued On:** ____ / ____ / _____
- **Payment Reference Number:** _____
