

**TOUR APPROVAL FORMAT**

Employee Code :

Name of Employee :

Department :

Duration of Visit : From.....to.....

Purpose of Visit :

Accompanied by : Students (In case accompanied by students, the list of students is to be attached separately) /To Attend Conference/To Conduct Ph.D. Viva Voce/Project Work/Participation in other University event/any other (specify)

Contact Tel. No. of the Place to be Visited:

Own Contact Tel. No. :

Transport : University Bus/Flight/Train

Funded by :

Any Special Logistic Requirement: Packed Meals, Mineral Water etc.

Recommended by : Director / Registrar / HOD  
(Signature of Appointment)

Approved by Vice Chancellor