

**INDIAN INSTITUTE OF TECHNOLOGY, KANPUR**  
**RESEARCH & DEVELOPMENT OFFICE**

**Request for Journey Approval & TA Advance from Project Funds**

1. Project No.: \_\_\_\_\_
2. Name: \_\_\_\_\_
3. Designation: \_\_\_\_\_
4. Department: \_\_\_\_\_
5. PF No./Roll No.: \_\_\_\_\_
6. Salary: Rs. \_\_\_\_\_ p.m. Basic/Consolidated

7. Journey Details

- A) Destination: \_\_\_\_\_
- B) Date of Starting: \_\_\_\_\_
- C) Likely date of return: \_\_\_\_\_
- D) Purpose of Journey: \_\_\_\_\_

(Attach document)

8. a) Mode of Travel: \_\_\_\_\_ Air/Rail/Road

Justification for special case, if applicable: \_\_\_\_\_

- b) One way fare: \_\_\_\_\_
- c) Advance Required: Rs. \_\_\_\_\_

9. Pending Advance: \_\_\_\_\_ Yes / No

10. Arrangements of classes \_\_\_\_\_

Principal Investigator  
Date:

Signature of the person traveling  
Date:

---

HOD's clearance for journey by an Institute Employee/ Students  
I have no objection in the above person of my department ~~going out of~~ town on project work.

---

Head of department of the person traveling

Journey approved and advance sanctioned

Dean, Research & Development

---

Advance Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ vide SR No. \_\_\_\_\_ dated \_\_\_\_\_ has been sanctioned. Please collect cash payment (if upto Rs. 5000) from the Project Window in Account's section and by cheque (if greater than Rs. 5000) from R&D office (Account's Cell). Timings are 10:30 a.m. – 12:30 p.m. on all working days. Please attach this slip when you submit the T.A. Bill for this advance so that the advance can be adjusted accordingly.

**Dealing Asst.**

**AR (Accounts)**