



**NATIONAL HIGHWAYS AUTHORITY of INDIA**  
**Proposed Tour Programme**

Departure		Arrival		Mode of Travel	Entitled Class	Purpose of Visit
Date	From	Date	To	[bus/train/air]		

Signature :

Name & Desgn :

RECOMMENDED / NOT RECOMMENDED	Signature :	Desgn :
RECOMMENDED / NOT RECOMMENDED	Signature :	Desgn :
RECOMMENDED / NOT RECOMMENDED	Signature :	Desgn :
APPROVED / NOT APPROVED	Signature :	Desgn :

**Details of Tour Advance Claimed**

sl #	Towards	(Rs.)
01	Expenditure on travel [rail / bus / air fare]	
02	Local Conveyance	
03	Daily Allowance	
04	Hotel Charges	
05	others [pl. specify]	
<b>TOTAL</b>		

Sign. of the claimant :

**For use in Finance Division :**

Total amount of advance admissible	Rs.
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**DDO**

Recd Rs. \_\_\_\_\_ Signature \_\_\_\_\_