**National Institute of Technology Raipur**

**Air Travel Requisition Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Requester: |  | Designation: |  |
| Department: |  | | |
| Purpose of Air Travel: |  | | |
| Budget Head: | Institute/ TEQIP\*/ (other, if any) please specify below: | | |
|  | | |

(If under TEQIP, **approval** for travel from private airlines must be attached in respective cases)

**Details of official(s) for whom air ticket(s) is/are requested:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Name of the Official**  **(in CAPITAL)** | **Headquarter** | **Gender**  **(M/F/O]** | **Mobile No.** | **Flight Schedule** | |
| **Arrival** | **Departure** |
| 1 |  |  |  |  | Date | Date |
| Flight No. | Flight No |
| 2 |  |  |  |  | Date | Date |
| Flight No. | Flight No |

**Copy of Approval** for Event/Program attached: YES /NO (Strike out whichever is not applicable)

(If ‘**NO**’, please specify the reasons thereof): …………………………………………………………

**Undertaking by the Requester:**

I hereby undertake to submit the Boarding Pass of the official(s) for whose air ticket(s) is/are being requested. I understand that TA/DA of the officials concerned will not be processed without submission of boarding pass.

**Signature of the Requester**

Approved/ Not approved

**Authorized Signatory**

**Note: 1. It should be ensured to plan the travel itinerary 10 days prior to the schedule.**

**2. Requisition form received 3 days prior to the travel schedule requires justification and permission from the Director, NIT Raipur)**