BHUTAN GLOBAL MINDFULNESS & MICE (BGMM)
TRAVELLING ALLOWANCE CLAIM FORM

NAME:
DESIGNATION:

Date	Place		Time		Daily Allowance (Nu.)	Actual Bus/ Train Fare/Taxi (Nu.)	Personal Vehicle used	Mileage (Nu.)	Any other Actual Expenses (Nu.)	Total (Nu.)	Remarks/ Purpose of Travel
	From	To	Dep.	Arr.							
TOTAL											

Advance taken in Nu.: **Nil**
Amount claimed in Nu: **-**
Balance in Nu: **-**

I hereby certify that the travel was performed by me for official purpose and the claims are genuine.

Date : Signature of Employee

I hereby certify that the travel was authorised by me for official purpose and the claims appear genuine and reasonable.

Date : **Signature of Supervisor** Signature of Sanctioning Authority

Employees must attach the following documents with their claim.

1. Travel authorization
2. Tour Report to be submitted seperately
3. Vehicle Log book copy (in case of use of corporation vehicle)
4. In case of claiming actuals - all claims must be supported with genuine bills
5. All claims made for official purposes must be supported with genuine bills
6. In case of use of personal vehicle - copy of prior authorization from Line Manager must be attached

(Non production of any of the documents required may lead to disapproval of this claim)