

**BHUTAN GLOBAL MINDFULNESS & MICE (BGMM)
TRAVEL AUTHORIZATION FORM**



NAME:
DESIGNATION:

DEPARTMENT:
Date:

Date	Place		Time		Mode of Travel	Remarks/ Purpose of Travel
	From	To	Dep.	Arr.		

Estimated Traveling Expenses (Nu.):

Advance Required:

Employee's Signature

Supervisor's Signature
Name & Designation

Sanctioning Authority
Name & Designation

Note :

1. This travel authorization must be obtained prior to proceeding on tour
2. Copy of this travel authorization must be submitted to accounts for obtaining advance.