

## FORM FOR BOOKING AIR INDIA TICKET THROUGH M/s BALMER LAWRIE

Name of the <b>Recommending Officer &amp; Designation</b> (if different from the Touring Officer)						
Name of the <b>touring Officer</b> (Full Name expanding the initial for booking of Air Tickets)						
Mobile No (Touring Officer)						
Email Id (Touring Officer)						
Purpose & Place of Tour						
<b>Whether air fare paid from</b> Institute / Project fund / From outside organizer (if outside organizer provided the air fare amount, please return the air fare on receipt of funds to Institute / Project )						
<b>Tour Itinerary (AIR TRAVEL)</b>						
<b>ONWARD JOURNEY</b>						
From	To	Flight No.	Date	Time		Class
				Departure	Arrival	
<b>RETURN JOURNEY</b>						
From	To	Flight No.	Date	Time		Class
				Departure	Arrival	

Certified that I will perform the journey as above and incase of cancellation, I will inform the office. Also I will submit **Boarding Pass** after performing the journey.

Date:

Signature of Touring Officer

**Recommended & Forwarded by** :

**OFFICE USE**

**DR (Admn)**

Approved/Not Approved

**DIRECTOR**

**Bill received from Balmer Lawrie on** \_\_\_\_\_

**Amount** :

**Bill No** :

**Date** :

Forwarded to Accounts Section for payment on \_\_\_\_\_ DR (Admn.)