



TA Form II

Indian Institute of Information Technology, Allahabad

Research & Development Office

(To be used for Journey(s) to be paid from Projects)

S.No.	Content	Details
1	Project Number	
2	Name of the Traveller	
3	Designation	
4	Employee No./Roll Number	
5	Division	
6	Date of start of Journey	
7	Likely date of Return	
8	Travel Destination	
9	Purpose of journey	
10	Mode of Travel	AIR: Rail: Road: Others:
11	Approximate fare (To&Fro for one person)	
12	Advance Required	Rs.
13	Bank A/C No. for money transfer if more than Rs. 10,000/-	IFSCCode A/c. No. IOB: Canara Bank: SBI/Others:
14	Any previous adv. Pending?	
15	Arrangement of Classes/Duties	
16	Signature of the Traveller	
17	Signature of the PI	
18	Approval of Reporting Officer in case of Inst. Emp./Students	

For Research & Development Office Use Only:

19	Sufficient Funds Available in the Travel Head	Yes:	No:
20	Travel Advance Ref. No. & Date		
21	Amount sanctioned	Rs.	

Accountant	AR(F)	IAO	Approved & Sanctioned/Not Approved Dean (R&D)
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For Accounts Purpose:

To be paid vide..... Date.....	Accountant	Passed for payment AR (F)	DR(F&A) / DR(E)	Advance Received Applicant Name:.....
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