


Annex 9 (Front)

	Kathmandu University, Dhulikhel, Kavre TRAVEL ORDER (TO) FORM <i>National / International Travel</i> (Encircle the appropriate)	
<u>Personal Detail</u>		
Name	_____	
Position	_____	
Department/ Section	_____	
Office/School	_____	
<u>Travel Detail</u>		
Purpose of Travel	_____	
Place and Country	_____	
Period	_____ to _____	
Mode of Transportation	_____	
Expenses By (Project acronym)	_____	
Advance Detail	Travel Expenses (TA) Daily Allowance (DA) _____ _____	
Remarks	Please mention if "As Per Actual Scheme" conditions apply* Yes/No	
To be Filled by HOD/ Coordinator Name: _____ Signature: _____	<ul style="list-style-type: none"> Travel Budget to be borne by Faculty Development Budget (FDP, mention Yes/No) Budget Amount for the Travel _____ As per the Annual Plan: Yes / No 	
Requested By: _____ Traveler's Signature Date: _____	Recommend By _____ Dean / School Date: _____	Approved By _____ Registrar Date: _____

NOTE: 1. Number of days in field must not exceed 15 days at one time, when exceeded, only 50% claim on DA is permissible on additional number of days. 2. Advance clearance when delayed (35 days from date of return) is subjected to bank interests.
 * Refer RDC Policy 2015 for the Conditions.