



དབལ་འབར་གློག་ཆས་སྒྲེ་ཚད་འཛིན།
Pyelbar Lokchey Private Limited

Bap Tshelimaphey, Building No. 3, Tshalu Lam 10, Thim-Throm, Thimphu Bhutan
 Branch Office- Building No 15, Dzongchu Lam, Lungthenphu Lap, Thim Throm, Thimphu Bhutan
“Committed to provide quality services”

Travel Allowance Claim Form

Form II

Name :
 Designation :
 Grade :
 Travel Authorization date :

Date	Place		Time		Daily Allowance Nu.	Actual Bus fare	Personal Vehicle used Kms.	Mileage Nu.	Halt At	Any Other actual expenses Nu.	Total	Remarks
	From	To	Dep.	Arr.								
Total												
Total in words :												
Advance taken :												
Amount Claimed/Refunded :												
I hereby certify that the travel was performed by me for official purpose and the claim are genuine											Signature of Employee	
Date:												
I hereby certify that the travel was performed by me for official purpose and the claims are genuine.											Signature of sanctioning authority	
Date:												
Employees must attach the following documents with their claim.												
1. Travel Authorization 2. Tour Report 3. Vehicle log Book copy (in case of use of Office Vehicle) 4. Blue book copy (in case of use of personal vehicle) 5. In case of claiming actuals- all claims must be supported with genuine bills. (Non production of any of the document required may lead to disapproval of this claim).												