

TRAVEL REQUISITION FORM (TRF)					
Please tick the applicable box(es) for the services desired: [] Visa Application; [] Payment of registration; [] Actual Travel					
SECTION I: Member Details					
Name (in CAPS) *					
ERP Code		Mobile #			
Title / Designation		Date of raising the TRF			
Department, School		DoB (Age)			
* Name has to be as Passport in case of International Travel mandatorily; & has to be as per applicable identify proof for Domestic Travel					
SECTION II: Travel Request Details					
Purpose of Travel:					
Travel Period:	From:		To:		Entitled Travel Category
Mode of Travel:	<input type="checkbox"/> Flight <input type="checkbox"/> Train <input type="checkbox"/> Cab <input type="checkbox"/> Bus <input type="checkbox"/> Self-Drive				Meal Preference
Country		City		Area for Lodging	
Mode Booking:	Date	Time Slot(s)			
Departure		<input type="checkbox"/> Before 6 am <input type="checkbox"/> 6 am - 9 am <input type="checkbox"/> 9 am - 1 pm <input type="checkbox"/> 1 pm to 6 pm <input type="checkbox"/> 6 pm - 9 pm <input type="checkbox"/> 9 pm - 12 pm			
Return		<input type="checkbox"/> Before 6 am <input type="checkbox"/> 6 am - 9 am <input type="checkbox"/> 9 am - 1 pm <input type="checkbox"/> 1 pm to 6 pm <input type="checkbox"/> 6 pm - 9 pm <input type="checkbox"/> 9 pm - 12 pm			
Lodging Preference*:	Check In		Check Out		
Date & Time					
*For lodging requirements start and end date can be lesser than or same as the Official Travel Period but not greater than approved Travel period.					
Airport / Station Transfers:	Departure (Date & Time)		Return (Date & Time)		Address
@ Home City					
@ Destination City					
Nominee details for International Travel Insurance	Name		Relationship	Address	Contact No
SECTION III: Travel Costing Details					
Particulars	Total (Approx) in Rs.	Bookings Amount Through		Comments, if any	
		University	Sponsor		
Fare Cost					
Boarding Cost					
Lodging Cost					
Local Conveyance Cost					
Miscellaneous Expenses					
Registration Fees					
Total					
Travel Advance Required		Currency for Travel Advance			
Section IV: Approvals					
	Member (Self)	HoD or Reporting Manager		Director or Head of Function	
Signature:					
Name:					
Date:					
Section V: For Office Use					
	Date of Receipt	Release (Processed Date)		Advance Payable (Paid)	
Travel Desk					
Finance					

Part B: Conference Details					
(Optional, to be filled only if Travel is being done for attending a conference, seminar or related event)					
1	Name of the Organizer or Institute:				
2	Address of the Organizer or Institute				
3	Subject Matter of the Event				
4	Duration of Conference	From		To	
5	Copy of Invitation / Announcement attached herewith	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
6	Title of the Paper to be presented by the concerned University Member				
7	Complete Author list of the Paper to be presented by the concerned University Member				
8	Concerned University Member's Role at Conference (Chair, Co-Chair etc.)				
9	Duration of Absence from Campus	From		To	
10	Funding Details				
Sponsorships Received (in Rs.)				Name of Institute	
Self-Contribution (in Rs.)					
Funding required from SNU (in Rs.)					
Total Cost of Attending Conference					
11.	List of prior participation in Conferences or Seminars or Meetings etc. in the last 12 months (Please add additional rows if required)				
S No	Conference Name	Particulars	From	To	Funding from SNU
Total					
12.	How do you see the above travel benefitting your Department / School and the University?				
13.	What are alternate arrangements made for teaching and responsibilities in your absence?				
Note: <ul style="list-style-type: none"> This form has to be submitted to Travel Desk (Administration) Maximum of 80% of Travel Costing may be released as advance Travel Desk requires 7 days to process a travel request and Finance requires 5 working days to process travel advance request In case a member requires lodging arrangements for more than approved travel duration, the amount has to be directly borne by the member The Travel Expense claim (Annexure V) has to be submitted to Finance within 30 days from date of return 					