

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 					