

INDIAN INSTITUTE OF SCIENCE

BANGALORE - 560 012.

APPLICATION FOR TRAVELLING ALLOWANCE ADVANCE

(Columns 1 to 9 to be completed by the Applicant)

NOTE : TA/DA advance cannot be paid if the visit has not been approved.

1. Name of the Applicant (in Block letters)	
2. Designation	
3. Department/Section	
4. Basic pay/Scholarship/Fellowship etc , (in the case of Scholarship / Fellowship holder name of Scholarship / Fellowship may also be indicated.	
5. Approval Letter No. & Date	
6. Place of Visit (Meeting / Symposium/Conference/Training)	
7. Date of Departure from and Arrival at Bangalore	Departure : Arrival :
8. Total amount of Advance requested	
9. Details of previous TA/DA advances outstanding, if any (Please indicate the reasons for not having submitted the TA Bill.	

Bangalore

Dated :

Signature

Forwarded W/c to :
The Financial Controller

Signature of the Chairman
of the Dept. with Seal.