



འབྲུག་འབྲུག་གི་སྤྱི་ལས་འཛིན་ཚད།
Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
 CORPORATE HEADQUARTERS



TRAVEL AUTHORIZATION FORM

Name of the Employee: _____ TA Number: _____ Date of Request: _____
 Position Title: _____ Position Level: _____

From		To		Mode of Travel	Halt at	Purpose (Importance of trip, coverage of duties while absent, etc.)
Station	Date	Station	Date			

Estimated Travelling Cost: _____ Travel Advance Requested: _____ Employee: _____

 (Name & Signature)

Approval	Please tick appropriate box		Reason(s) for Non Approval
Supervisor/Manager	Approved	Disapproved	
			Signature with date:

As per our records a sum ofis outstanding against the official as on.....

(Signature & Seal, Head of Finance or Authorized Designee)

(Signature & Seal, Controlling Officer)

Date:

Date:

Corporate Headquarters, Phuentsholing, Post Box No: 080, Telephone: +975-05-252241
Email: drukfood@fcbl.bt, Website: www.fcbl.bt