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Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
 CORPORATE HEADQUARTERS



TRAVEL AUTHORIZATION FORM (FOR CEO)

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)

(Signature & Seal, Controlling Officer)
 Date: _____