



Ref. No.

Date:

TRAVEL APPROVAL NOTE SHEET

Name :
PT/PL :
CID No. :
Sector/Division:

Place	Start date	End date	Mode of Travel	Purpose	Recommendation by Heads [DSA or Mileage]

Signature

Sector/Division Heads

DZONGRAB GOM

Cc:

1. Travel Admin, eDATS, TDA for necessary actions
2. Office Copy