

WBEIDC LTD

TOUR APPROVAL FORM

Name of the Employee : _____

Employee Code No. : _____

Designation : _____

Purpose of Visit : _____

Journey (Destination) : _____

Tour Period: Date of Departure : _____ / _____ / _____

Date of Return : _____ / _____ / _____

Mode of Travel (Train/Air) : _____

Advance Required : _____

Signature of the Employees : _____

Date : _____ / _____ / _____

Recommendation of the Departmental Head : _____

Approval of the Competent Authority : _____

Note: *This form will have to be sent to P&A Department at least 3 (Three) days before the journey date, in case of Air Travel, otherwise 7 days before for travel by train.*