

Ref No: \_\_\_\_\_

Dated: \_\_\_\_\_

Mr. \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Branch: \_\_\_\_\_

**Subject: - SANCTION FOR TRAVELLING EXP.**

This Management is hereby sanction for an Amount of Rs. \_\_\_\_\_/-(Rupees \_\_\_\_\_ Only)  
per month on Account of Travelling expenses. W.e.f. \_\_\_\_\_ to \_\_\_\_\_

**The above sanction is subject to the following conditions**

1. The expenditure incurred should be supported by proper, adequate, sufficient challan (s)/ bill (s)/ cash memo(s) & the officer concerned shall be personally responsible for violation/ non observance of any term/ norm of sanction.
2. Original bill(s) should be sent to Account Dept.
3. TDS, if applicable, should be deducted before making the disbursement, as per Lt Rules.
4. The instant sanction is valid/ applicable only against above- mentioned expenses, as requested by you, in the above said later against Travelling Expenses (Bill no. \_\_\_\_\_ dated:- \_\_\_\_\_) expenses incurred at \_\_\_\_\_ Branch.