

**Doodh Pokhari Saving and Credit Cooperative Ltd.**  
**Travel Plan Form**

Date:

Name :

Position :

Destination :

Purpose of Travel :

**Tentative Period of Travel**

From :

To:

Mode of Travel :

Signature : \_\_\_\_\_

Approved by: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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**Advance Calculation**

<b>Allowances</b>	<b>Days</b>	<b>Rate</b>	<b>Amount</b>
Per Diem (Daily)			
Travel			
Lodging			
Other (taxi fare)			
Total			

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Approved Advance Rs:

Received Rs:

Signature: \_\_\_\_\_

Received by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: