**ASHIKA Development Associates**

Kambhe House (1st Floor), K. K. Roy Road, Rangamati.

[www.ashikacht.org](http://www.ashikacht.org)

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| **TRAVEL REQUEST FORM (TRF)** |

Date: / /

Name: . . . . . . . . . . . . . . . . . . . . . . Designation: . . . . . . . . . . . . . . . .

Duty Station : . . . . . . . . . . . . Number of Days: .. . . . . . . . . Mode of Travel: . . . . . . . .

Project Name & Number: . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Detail Itinerary:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **Number of Days** | **Location** | **Purpose of Visit** |
|  |  |  |  |  |
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Traveler’s Signature Approved By

Date :

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

**Travel Expense Report (TER)**

Detail of Travel performed:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Place ( From-To) | Departure | Arrival | Number of N/H | Rate | Amount |
| Date | Time | Date | Time |
|  |  |  |  |  |  |  |  |
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Please Tick Lodging: Yes No Meals: Yes No

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Remarks (if any):

Other Expense (gives details and attached supporting documents):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Travelers Signature (Claimant) |  Recommended By  | Approved by: |