

**Royal Court of Justice
Supreme Court, Thimphu
Travel Authorization**

FAM_4.10

Name of Employee:

Number:

Designation:

Grade:

Date:

From		To		Mode of Travel	Halt At	Purpose
Station	Date	Station	Date			

Estimated Traveling Expenses: Nu.

Tr. Advance Outstanding: Nu.

**Proposed tour approved/
Not approved.**

Advance Required: Nu.

Since (date)

**Advance of Nu.
Sanctioned/Recommended.**

**(Signature of Employee)
Date**

**(Signature & Seal, Head of Finance)
Date**

(Signature & Seal of Controlling Officer)