



भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR
(An Institute of National Importance, established by Ministry of Education, Govt. of India)
Sabour, Bhagalpur-813210, Bihar

FORM FOR BOOKING AIR INDIA TICKET THROUGH M/s BALMER LAWRIE

Name of the Recommending Officer & Designation (if different from the Touring Officer)						
Name of the touring Officer (Full Name as per ID for booking of Air Tickets)						
Mobile No (Touring Officer)						
Email Id (Touring Officer)						
Purpose & Place of Tour						
Whether air fare paid from Institute / Project fund / From outside organizer (if outside organizer provided the air fare amount, please return the air fare on receipt of funds to Institute / Project)						
Tour Itinerary (AIR TRAVEL)						
ONWARD JOURNEY						
From	To	Flight No.	Date	Time		Class
				Departure	Arrival	
RETURN JOURNEY						
From	To	Flight No.	Date	Time		Class
				Departure	Arrival	

Certified that I will perform the journey as above and incase of cancellation, I will inform the office. Also I will submit **Boarding Pass** after performing the journey.

Date:

Signature of Touring/Recommending Officer

Signature of concerned HoD/Section Incharge

Approved/Not Approved

DIRECTOR