



ཨ།འབྲུག་ཤིང་བཟོ་འཕྲོད་བསྐྱེད་འཆར་གུལ་ཚད།ཨ།

BHUTAN BOARD PRODUCTS LTD

(A Royal Govt. of Bhutan Undertaking, BIS licensed & ISO 9001:2008 Certified Company)
Post Box No. 91, Phuentsholing Bhutan

Date:

TOUR ADVANCE FORM

The Head, Finance & Accounts
Head Office, Phuentsholing
Bhutan Board product Limited

Sub: **Requesting for Advance money for sanctioned tour**

Sir/Madam

Kindly would like to request for the subject as per the following;

1. Name : _____
2. Designation : _____
3. Grade : _____
4. Tour Order No. : _____
5. Duration : _____
6. Estimated Receivable TA/DSA : _____
7. Requested Advance Amount : _____

Traveler's Signature

HoD's Signature

FOR OFFICIAL USE ONLY

Date	Amount paid	Office	Signature of accounts	Acknowledgement of the traveler

Head, Finance & Accounts