

## REQUISITION SLIP FOR AIR BOOKING

(FOR IIT GUWAHATI EMPLOYEES / OFFICIALS VISITING IIT GUWAHATI ON OFFICIAL TRAVELS)

1.	Name (in Block letters)		
2.	Dept./Section/Centre		
3.	Type of Booking required for	Official Travel Official/Department/R&D/ Others* (Please specify)	Leave Travel Concession Home Town (Block Year)/ Anywhere in India (Block Year)
4.	Itinerary		
5.	Date	From	To

\_\_\_\_\_  
Signature of the faculty / staff

To

M/S Globe Forex & Travels Ltd  
P. P. Complex, Near Hotel Siroy Lily  
Solapara Road, Paltan Bazar  
Guwahati – 781 008

\* For example, travels related to JEE/JAM/GATE/QIP etc.

- Please note that, in case of e-tickets, Boarding Passes are to be submitted while settling the TA/LTC Claim.