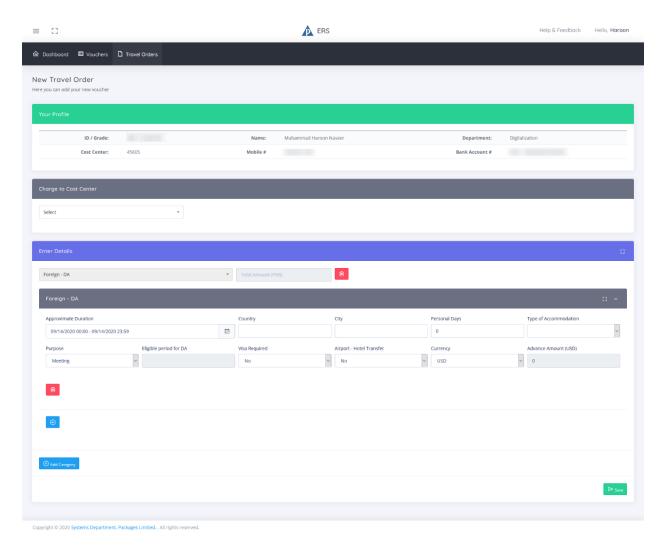
Foreign travelling

Step 1: Travel Order (Pre-travelling)



The first thing before actually travelling is to make a travel order, for that you need to navigate from the top menu bar 'travel orders' -> 'New travel order'.

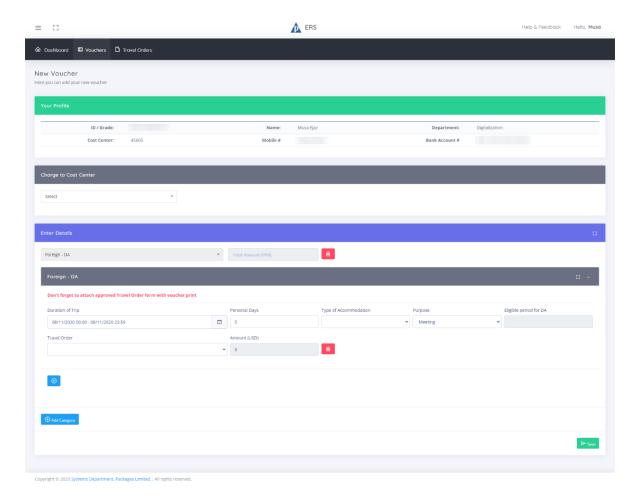
You need to select the cost center first and then from the category dropdown in 'Enter Details' section you need to select 'Foreign – DA' and a grey header row with 'foreign DA' as title will appear.

Once you click on it the above shown form will appear. Enter your approximate duration, country, city, type of accommodation, purpose, visa requirement, Airport – Hotel Transfer and currency along with

personal days (if any). As soon as you are done with this your eligible period of DA and eligible amount of advance in your required currency would be calculated and shown in the form.

Save the form and send it for approval. You need to take the approval from your line manager and then from divisional head and after that you can get the amount from accounts.

Step 2: Voucher (Post return)



After travelling you need to fill in voucher against your TO (travel order), for that you need to navigate from the top menu bar 'Vouchers' -> 'New Voucher'.

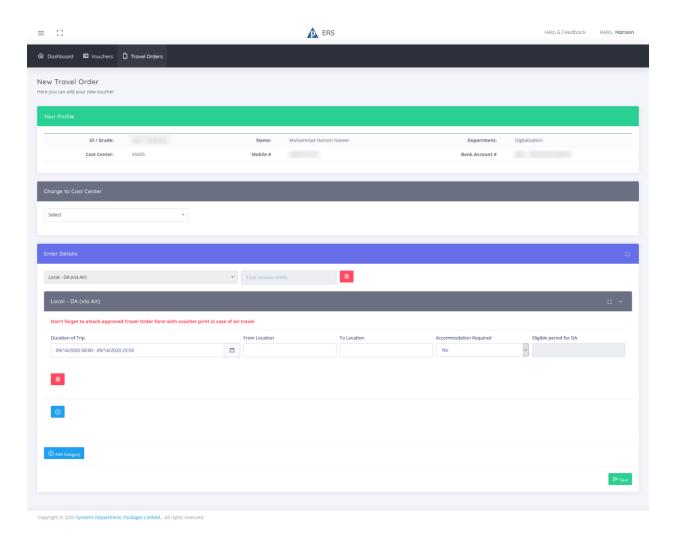
You need to select the cost center first and then from the category dropdown in 'Enter Details' section you need to select 'Foreign – DA' and a grey header row with 'Foreign DA' as title will appear.

Once you click on it the above shown form will appear. Enter your duration, type of accommodation, purpose and travel order along with personal days (if any). As soon as you are done with this your eligible period of DA and eligible amount in USD would be calculated and shown in the form.

Save the form and send it for approval. You need to take the approval from your line manager and you divisional head.

Local travelling

Step 1: Travel Order (Pre-travelling)



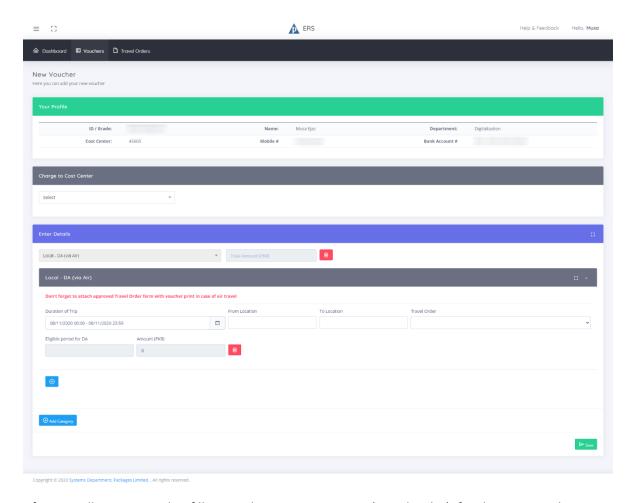
The first thing before actually travelling is to make a travel order, for that you need to navigate from the top menu bar 'travel orders' -> 'New travel order'.

You need to select the cost center first and then from the category dropdown in 'Enter Details' section you need to select 'Local – DA via air' and a grey header row with 'local DA via air' as title will appear.

Once you click on it the above shown form will appear. Enter your duration of trip, from location, to location and accommodation requirement. As soon as you are done with this your eligible period of DA and eligible amount would be calculated and shown in the form.

Save the form and send it for approval. You need to take the approval from your line manager and after that you can get the amount from accounts.

Step 2: Voucher (Post return)



After travelling you need to fill in voucher against your TO (travel order), for that you need to navigate from the top menu bar 'Vouchers' -> 'New Voucher'.

You need to select the cost center first and then from the category dropdown in 'Enter Details' section you need to select 'Local – DA via air' and a grey header row with 'local DA via air' as title will appear.

Once you click on it the above shown form will appear. Enter your duration, from location, to location and travel order. As soon as you are done with this your eligible period of DA and eligible amount in PKR would be calculated and shown in the form.

Save the form and send it for approval. You need to take the approval from your line manager.