

CECOS UNIVERSITY
Proforma for Official Travel

ORIC – P4

ENDORSEMENT by DIRECTOR, FINANCE

Name *Date* *Signature*

RULES

1. A maximum of PKR 5,000 will be reimbursed to the applicant per approved visit. A maximum of PKR 15,000 will be reimbursed per Department.
2. Single travel source is to be used if multiple visitors need to travel to the same destination. In that case, the reimbursement claim shall be submitted by only one applicant with the added cost of meals during the visit.
3. Upon completion, the applicant shall submit the visit report.
4. PREFERENCE WILL BE GIVEN TO THE FOLLOWING APPLICATIONS:
 - Multiple visitors using same travel source (e.g., 4 person in a single car).
 - Visits that are purposeful and effectively managed.

APPLICATION PROCEDURE

1. Proforma is submitted to respective HoD.
2. After endorsement ORIC submits application to Dean for approval with onward processing by Director Finance who after consulting with VP, Finance dis/approves the request. Applicant is informed of this outcome.

REIMBURSEMENT PROCEDURE

1. After return, applicant shall fill their TA/DA proforma along with original receipts and other required documentary evidences to HoD who subsequently forwards the claim to ORIC.
2. ORIC will review the reimbursement claim and after verification forward it to the Competent Authority for approval and onward release of funds by Finance.

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TRAVEL REPORT

Travel Dates	
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Place(s) Visited	
Office(s) Visited	
Official(s)/Organization(s) Visited and/or Met	
Outcome(s) <i>(with pictures, if any)</i>	

<u>APPLICANT</u>	Name: _____ Department: _____ Signature: _____ Date: _____
<u>APPROVALS</u>	<p><u>HoD</u></p> Name: _____ Signature: _____ Date: _____ <p><u>ORIC</u></p> Name: _____ Signature and Date: _____ <p><u>DIRECTOR FINANCE</u></p> Name: _____ Signature: _____ Date: _____