NATURAL RESOURCES DEVELOPMENT CORPORATION LIMITED

Travelling Allowance Claim

Form No. NRDCL/006-1

NAME :

DESIGNATION :

GRADE :

NO. OF FARES :

TRAVEL AUTHORISATION :

TRAVEL REGISTER FOLIO NO:

NO. & DATE :

Date	Place		Time		Daily Allowance Nu.	Mileage Nu.	Bus/Train/ Airfare Nu.	Actual Expenses Nu.	Total Nu.	Remarks
	From	To	Dep.	Arr.						
Total										

Advance Taken : Nu.

Amount Claimed/Refunded : Nu.

I hereby certify that the travel was performed by me for official purpose and the claims are genuine.

Date:

Signature of Employee

I hereby certify that the travel was authorised by me for official purpose and the claims appear genuine and reasonable.

Date:

Signature of Immediate Supervisor