

A.A./conu/01

# University of Kalyani



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## FINANCE DEPARTMENT

Ref. No. F.D./160

Dated: April 20, 2009

### Circular

Sub: **Submission of Relevant Documents for journey made for official purpose**

This is for information of all concerned that as per the existing norms of the University, for availing facility of Air Travel, permission of the Honourable Vce-Chancellor is mandatory.

Further, when the journey by air is being made through E-Ticket, following documents are essential to submit to the Finance Department for processing of payments/reimbursement.

1. Original Ticket/E-Ticket duly signed by the user
2. Original Bill issued by the Travel Agent (if any) duly certified by the user for payment
3. Original Boarding Pass for journey by air issued by Airport Authority duly signed by the user (**in case of E-Ticket**)
4. Copy of the documents showing the stay period over the place for which the journey was made (e.g. certificate of participation etc.)
5. Copy of the approval of VC for air journey

**In absence of any of the above documents, TA bill will be passed on the basis of documents available and TA be ascertained accordingly for payment.**

The above circular is being issued with kind concurrence of the Hon'ble Vice-Chancellor.

**Finance Officer**

Copy for necessary cooperation to:

All Deans

All HODs of the Academic Departments

All HODs of the Administrative Departments

Supdt./Bill Section/Scheme & Project Section/Advance Adjustment Section

Cashier