



# CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally Accredited (III cycle) with 'A' Grade by NAAC  
ISO 9001:2015 CERTIFIED  
Annamalai Nagar, Trichy – 620018

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**Approval Form for Financial Assistance from the Management  
Towards Travelling Allowance for Official Purpose**

1. Name, Designation & Department :

2. Date of Travel :

3. From – To :

4. Purpose of Visit :

5. Mode of Transport : Train / Car / Bus / Flight

**Car:**

Total distance travelled in both directions : Km  
Claim for travel by Car : \*12 = Rs. /-  
(Toll Receipt to be enclosed as evidence)  
Registration Number of the Car :

**Flight** : Rs. /-  
Flight Fare  
(Boarding Pass to be enclosed)

**Bus** : Rs. /-  
Bus Fare

Rupees in (words) \_\_\_\_\_

Signature of the Applicant

Signature of the HoD

Signature of the Secretary

Signature of the Principal