



## Travel Advance Request Form (TARF)

INDUSTRIAL PLOT NO.:11, AREA III, NAGAVALLI AMMAN KOIL STREET, MARAIMALAI NAGAR,  
CHENGALPATTU - DISTRICT TAMILNADU - 603209, INDIA PHONE : +91 44 27453333 / 32  
Email: admin@saryam.com

Name of Employee:		Date:
Designation / ID.No:		
Department:		
Name of the Project		
Duration of the Project (DD/MM/YY)	From	To
Amount Required (in Rs.)	In words:	

Boarding	Lodging	Local Transportation @ Project	Transportation from HQ to Project Location
<input type="checkbox"/> Customer Scope	<input type="checkbox"/> Customer Scope	<input type="checkbox"/> Customer Scope	<input type="checkbox"/> Arranged by SEPL
<input type="checkbox"/> SEPL Scope	<input type="checkbox"/> SEPL Scope	<input type="checkbox"/> SEPL Scope	<input type="checkbox"/> Arranged by SELF

### Calculation Sheet for Advance (To be filled by an Employee)

Name of the Expense	No. Of Days	Eligibility / Per day in INR	Total in INR
Boarding	x	=	
Lodging	x	=	
Local Transportation @ Project	x	=	
Transportation from HQ to Project Location	x	=	
Others (Pls. Specify)	x	=	
<b>Total</b>			
Signature of the Employee	Signature of Accouts Dept	Signature of HOD	Approved by MD / Director

### Remarks

1. Advance amount will be paid only Cheque
2. Form should be submitted in prior with 3 working days from Travel Date.
3. Traveling Expenses bills to be settled with in 3 days from the date of arrival