



ཡུལ་ལྗོངས་འཕུལ་གྲུབ་ལྷན་ཁག་གི་
གནས་སྐོམ་ལྷན་ཁག་གི་འཕུལ་གྲུབ་ལྷན་ཁག་གི་
གཞི་རྒྱུ་མཐོ་རྒྱུ་ལྷན་ཁག་གི་
Royal Government of Bhutan
Department of Air Transport
Ministry of Infrastructure & Transport.



Paro International Airport.

Date:.....

Travel Order

As per the decision of the HRC/Undersigned vide Note sheet No:.....
dated, the following official(s) is/are hereby relieved from his/her office
duty as detailed below;

Purpose of Travel:.....

Duration: From.....To.....

Place(s) of Visit:.....

Mode of Travel: Pool Vehicle: ☐ Private Car: ☐ Bus: ☐ Taxi Air: ☐
Train: ☐ Foot: ☐

Funding Source(s):

Sl. No.	Name of Official	Designation	Position	Remarks

The official (s) is/are instructed to claim the travel entitlements strictly as per this order in
accordance to the prevailing travel rules.

Name, Sign & Seal
Head of Budgetary Body/Agency

Copy to:

1. Controlling Officer of the Individual
2. Individual Concerned