

Requisition Form

(Fresh Booking for Domestic/International Air Ticket)

To,

Ashok Travels & Tour (ITDC LTD.)
423, 4th floor Core 8, Lodhi Road, SCOPE complex
New Delhi-110003
Tel:011-24307535/24365766&24364913
Email:ashoktravels001@gmail.com

Sir,

You are hereby authorized/required to provide the following Air Tickets as detailed below and debit us for the same.

Sl. No.	Name of Passengers Mr./Mrs. (In capital only)	Sex	Age	E-MAIL Address/Mobile No.	Frequent Flier No. *

* To be mentioned mandatorily , if allotted.

Itinerary/Sector:

Date of Travel	From	To	Flight No.	Bkg. Class

Diet Instruction _____

Billing Instructions :- The payment of the above ticket/s will be made by our NIHFWD Id D-916(Name of Dept.) and by _____(Date)positively. ATT may charge interest if not paid by the mentioned date, hence the claims will have to be submitted by the claimant immediately after completion of journey .

Date _____

Project _____

Time _____

Funding Agency _____

NOTE :- All claimants are requested that immediately after completion of the journey, **Air Tickets and to and fro Boarding Passes** must be submitted to the Account Section/Project Cell positively, to avoid any inconvenience.

Name & Designation _____

With official Seal _____

Tel./Mobile No. _____