



UNIVERSITY OF LORALAI

ACCESS

QUALITY

RELEVANCE

OFFICIAL TOUR APPROVAL FORM

All fields are mandatory. Incomplete forms will not be processed.

1. Employee Information

Employee Name	
Designation / Position	
Employee ID	
Department / Section	
Contact Number	
Email Address	
Signature	

2. Visit Details

Purpose / Objectives of Tour	
Destination (Institution / City / Country)	
Proposed Start Date	
Proposed End Date	
Total Days	

3. Estimated Expenses (PKR)

Expense Category	Estimated Amount
Travel (Air/Road/Rail)	
Accommodation	
Daily Allowance	
Registration Fees	
Miscellaneous	
Total Estimated Cost	

4. Funding Source / Budget Head: _____

5. Attachments (Tick ✓ the documents being submitted)

- Detailed Itinerary
- Invitation / Acceptance Letter (if applicable)

6. Approval Signatures

Head of Department	Dean	Deputy Registrar	Registrar	Pro Vice Chancellor	Vice Chancellor