



# 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