

**Rupantarita Prakritik Gas Company Limited**  
( A Company of Petrobangla )

**TRAVELING ORDER**

Name :.....

Designation :.....

Pay :.....

From Station :..... To ..... Station

Date of departure :.....

Date of expected return to Head office/Site office :.....

Expected duration :.....

**Purpose of journey :**

**Mode of journey :**

Calculation of actual expenses :

a) Train / Steamer/ Air-fare (Return)

b) Road Mileage

c) Daily Allowance/ Actual expense

in lieu of D.A.

75% of the above : Taka :.....

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**Signature of controlling officer**

Designation :.....

**Prepared by :**

Accounts Division.....

Date of departure for returning journey.....

1) To Mr.....

2) Office order file

3) Accounts section (To be attached with T.A. bill)