

AL-KAWTHAR UNIVERSITY
TEMPORARY DUTY FORM (WITHIN / OUTSIDE) THE CITY VISIT
Part-I (To be filled in by the Applicant)

1.	Name	
2.	Designation & Department	
3.	Purpose of Visit (attach supporting documents, if any)	
4.	Necessity of the Visit for ALKU or Foreseen Benefit to ALKU	
5.	Details of Alternate Working Arrangements at ALKU	
6.	Place and City to be Visited	
7.	Date of Departure	
8.	Expected Duration of Visit (Days)	
9.	Address / Contact no.	
10.	Mode of Travel and Estimated Fare (PKR)	
11.	Accommodation Arrangement and Cost (PKR)	
12.	Daily Allowance (at the approved rate (PKR)	
13.	Other Expenses (attach details) (PKR)	
14.	Total Estimated Expenditure (Sum of items 10 to 13) (PKR)	
15.	Is the visit partly /fully sponsored? (attach details)	

Signature: _____

Date: _____

Note

1. This needs to be submitted through the Registrar Secretariat.
2. Approval from the Vice Chancellor must be sought at least one week in prior to the actual visit.
3. All relevant supporting documents should be attached along with the request.
4. Incomplete submissions or late requests will not be entertained.

**Part-II
Recommendation/Justification by Controlling Officer**

Signature: _____

Date: _____

**Part-III
Recommendation by Dean/Director**

Signature: _____

Date: _____

FOR REGISTRAR SECRETARIAT USE ONLY

**Part-IV
Endorsement & Remarks by the Registrar**

Signature: _____

Date: _____

**Part-V
Approval by Vice Chancellor**

Approved/Not Approved

Signature: _____

Date: _____