

**HOMI BHABHA CENTRE FOR SCIENCE EDUCATION**

**Form for Official Air-booking**

Date : \_\_\_\_\_

Name of the staff member : \_\_\_\_\_

Section : \_\_\_\_\_

ID code : \_\_\_\_\_

Purpose of the Trip : \_\_\_\_\_

\_\_\_\_\_

From : \_\_\_\_\_ To : \_\_\_\_\_

Date and time of outward journey : \_\_\_\_\_

Date and time of return journey : \_\_\_\_\_

Funding from : \_\_\_\_\_

I hereby undertake that in case I receive reimbursement for my air ticket from an external source, I will reimburse the fare received by me to HBCBSE.

Signature of the staff member

-----For Office use-----

Booking through

Name of the agency \_\_\_\_\_

Airline \_\_\_\_\_ Flight No \_\_\_\_\_

Booked by \_\_\_\_\_

(name & signature of the staff member)