

REQUISITION FORM
(FRESH BOOKING FOR DOMESTIC/INTERNATIONAL AIR TICKETS)

From:

To

The Manager
 ASHOK TRAVELS & TOURS (ITDC LTD)
 Connaught Place
 New Delhi-110001(Tele.No.23348745 & 23348746)

You are hereby authorized/required to provide the following Air Tickets as detailed below and debit us for the same. It is mentioned that our Corporate Del No. is **D095 and 9W3477002.**

1. Number of passengers :
2. Name with their residential telephone :
3. E-mail address :
4. Class of Travel :
5. Itinerary/Sector:

Date	Sector		Time of Departure	Time of Arrival	Flight Details
	From	To			

6. Excess Baggage :
7. Billing instructions :
if there is any
8. Diet instructions :
9. Ticket to be delivered at :
10. Frequent Flyer No. :

Approved Tour Programme is attached herewith.

Date:
Time:

(Signature)
Name & Designation
Tele No.(Off)

(To be filled by Cash-I Section)

Authorized Signatory
(Name & Designation)
(With Official Seal)