

THE TREASURY

Form F3: Breakdown of Mission Costs

Reference No.:
 Ministry/Department :
 Mission Title :
 Country:
 Dates of Travel :

SN	Name of Participant/Delegate	Designation	Subsistence Allowance						Air Ticket				Hotel Accomodation		Travelling (Hire of car) - Overseas		*Other expenses		TOTAL COSTS (A+B+C+D+E) (MUR)	Remarks	
			ABF 400 No.	Per Diem (USD)	Entertainment Allowance (USD)	Transit Allowance (USD)	Accountable Account for Petty Expenses(USD)	Total USD	Amount in MUR (A)	Travel Agent Name	Invoice Number	Class-Economy (E) Business(B) First(F)	Amount MUR (B)	Amount in Foreign Currency(FC)	Amount in MUR (C)	Amount in Foreign Currency (FC)	Amount in MUR (D)	Amount in Foreign Currency(FC)			Amount in MUR (E)
							0	0				0		0		0		0		0	
TOTAL																					

*Other Expenses:	Amount in Foreign Currency (FC)	Amount in MUR
1. Registration fees for training workshops		
2. Hiring of photographer/ videographer		
3. VIP facilities (Airport Lounge)		
4. Others, specify if any		

Designation:
 Signature:
 Date:

Verified by:
 Designation:
 Signature:
 Date:

