

BUSINESS TRAVEL

Documents to be verified:-

1. Original and valid Passport
2. Confirmed Ticket or CRS printout.
3. Form A2 - Application cum Declaration

Documents to be kept on record:-

1. Form A2 – Application cum Declaration
2. Letter from the Company / Organisation giving details of persons deputed, passport details, country/ countries to be visited, duration of travel & related details, quantum of forex required etc.

Quantum of Exchange:-

Not exceeding US\$ 25,000 **per trip** (all inclusive) per individual

Note:-

1. Additional forex can be released (within the overall US\$ 25,000 per head per trip) after the traveler has proceeded abroad, if required
2. Central Govt. Officials travelling abroad on business need to produce a letter of sanction in original either from the concerned Administrative Ministry or Departmental Head of the Govt. of India. A copy of this should be kept on record.
3. In the case of officials of State Government, Members of Parliament / State Legislatures, the letter of sanction in original from the Ministry of Finance, Dept. of Economic Affairs, and G.O.I. should be produced. A copy of this should be kept on record.