**Back to Office Report Form**

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| --- | --- | --- |
| 1 | Date  |  |
| 2 | Purpose  |  |
| 3 | Nature of travel approval | Travel authorization / Office Order/ other (tick) |
| 4 Site Observation/Report  |
| Signature of officer  | Signature of the client (Gup/GAO/Tshogpa/Principal/RNR staff/others.(with details) |