**Back to Office Report Form**

|  |  |  |
| --- | --- | --- |
| 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) |