

Travelling Allowance Bill For Tour

Note: - This bill should be prepared in duplicate/one for payment and the others as office copy.

PART-A (To be filled up filled up by Government Servant)

1. Name:
2. Designation:
3. Pay:
4. Headquarter:
5. Details and purpose of journey (A) performed.

Departure		Arrival		Mode of travel & class	Fare paid	Distance in Km for road mileage	Duration of halt	Purpose of journey
Date & Time	From	Date & Time	To					
1	2	3	4	5	6	7	8	9
TOTAL								

* The Vehicle was shared with Dr. Inder Dev, Senior Scientist & Co-PI, NTPP Project for which separate cont. adv. was drawn.

Mode of Journey:**(i) Air**

- (a) Exchange voucher arranged by office
 (b) Ticket/ Exchange voucher arranged by

yes

(ii) Rail

- (a) Whether traveled by Mail/Express/Ordinary train?
 (b) Whether return ticket available ?
 (c) If available whether return ticket purchased ? If not state reasons.

yes

(iii) Road

Mode of conveyance used i.e .by Govt .transport/by taking
 A taxi, single seat in a bus or other public conveyance/by
 sharing with another Govt. servant in car belonging to
 him or to a third person to be.

(iv) Date of absence from place of halt on account of

N.A.

(a) R.H. and C.I.:-

(b) Not being actually in camp on Sunday and holidays.

(v) Dates on which free board and /or lodging provided by the state or any organization financed by State funds:

- (a) Board only
 (b) Lodging only
 (c) Board and lodging

(vi) Particulars to be furnished along with hotel receipt etc. in cases where higher rate of D.A. Is claimed for stay in hotel other establishments board and /or lodging at scheduled tariffs----

Period of stay		Name of hotel / Guest House	Total amount paid
From	To		
Total			Rs.

10. Particular of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used.

Date	Name of Places		Mode of conveyance used	Class to which entitled	Class to which traveled	Fare of the entitled class
	From 2	To 3				
1			4	5	6	7

If the journey (s) by higher class accommodation has been performed with the approval of the competent authority. No and date of the sanction may be quoted.

Details of journey (s) performed by road between places connected by the rail.

Date	Name of Places		Fare paid / Rs
	From	To	

Total claim:

Total:

Advance:

Amount claimed:

Amount of T.A. advance. If any drawn:

Certified that the information as given above is true the best of my knowledge and belief.

Date:

Signature of the Govt. Servant

PART –B (To be filled in the Bill Section)

The not entitlement on account of traveling allowance works out to Rs.....as detailed below:

(a) Rail/air bus/steamer fare Rs.....Rs

(b) Road mileage.....Kms@ Rs.....P/Km

(c) Daily allowance

(i)Days @ Rs.....Per day

(ii).....Days @ Rs.....Per day

(iii)Days @ Rs.....Per day

(c)Actual expenses Rs.

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Gross amount

(D) Less amount of T.A. advance if any drawn vide voucher NoDate.....Rs.....

Net amount Rs.....

The expenditure debatable to

Initials of bill clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of the Controlling Officer