1 **Rs**. Stamp to be affixed here if the amount

exceed Rs. 5000/-



No. of Enclosures:....

TRAVELLING ALLOWANCE BILL

Emp. No								For office	use only		
NameDesignation											
											Departme
Pay Band, Pay in Pay Band, AGP/GP							Amount Spent Balance available including the bill				
Purpose of Journey											
			P	ARTICUI	LARS OF	JOURNEYS A	ND HAL'	ΓS			
	Departure	II	Ctation	Arrival	TT	Mode of Journey	Class	Distance	Fare (In Rs.)	Details of Flight/	Remarks
Station	Date	Hour	Station	Date	Hour	(Rail/Air/Road)		(in KM)		Train	
								Total			
lospitality	y: Availed o	on	days/No	ot Availed.		days]	
1 Total	Fare:										
1. 10.01	1 410										
2. Daily	Allowance	e/Hotel C	harges: N	o. of days	S	Rate@ R	S	Total A	mount		
3. Other	actual exr	enses inc	urred:			Rs.					
	actorial corp		01100								
						original docume	ents for 1	, 2 & 3 abo	ove)/ (Fui	nish detail.	s for 3
on the re	everse Side	e and atta	ch origine	al docume	nts for 1,	2 & 3 above)					
Total C	laim (1+2-	+3)= Rs	• • • • • • • • • • • • • • • • • • • •	Ad	lvance D	rawn Rs	• • • • • • • • • • • • • • • • • • • •	Net Cla	aim Rs	••••••	•••••
Net Cla	im in wor	ds									
. , e e e a	(101)										
(Certified	that all parts	of the jour	ney have be	een perform	ed in acco	rdance to the CER	TIFICATE (S	on the reve	erse Side).		
									REC	CEIVED PA	YMENT

Details of Other Actual Expenses

Asst/Cashier

S.No.	Particulars	Rate	Amount	Documents Attached
1				
2				
3				
4				
5				
6				
		Total		

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS

- 1. Journeys of different kinds and halts should not be entered on the same line.
- 2. Bill must be properly prepared and submitted within 30 days of completion of journey. Failure to do so may entail recovery of advance, if any drawn, in a single installment, through the salary bill submitted thereafter.
- 3. Money Receipts/Ticket numbers should be furnished along with the T.A. Bill.
- 4. When the first item of a travelling allowance bill is a halt, the date of commencement of halt should be stated in the last column.
- 5. Hotel bills should invariably be enclosed when D.A. is claimed at Hotel rates.

SO

6. A certificate of attendance given by the court or authority should be attached to the bill, if travelling allowance is drawn for attending a Court under Summons or otherwise.

CERTIFICATE

- (i) Certified that I actually travelled in the class to which I am entitled.
- (ii) It is certified that I did not perform the road journeys for which the mileages have been claimed at the higher rates by taking a single seat in any public conveyance excluding steamer which plies regularly for heir as prescribed in (SR.46) between two fixed points as the fixed rates.
- (iii) It is certified that I did not perform the journey free of charges or without payment or incurring in running expenses.
- (iv) In case of hiring taxi, it is also certified the hiring of taxi was essential and road mileage is not claimed from any other source.

(v) It is certified that no Gov claimed has been actually		or carriage of personal effects	s and transportation of own	conveyance and the amount
(score out which is not app	olicable)			
Date:			Signature:	
Forwarded by (HoD/CoS/	Incharge of unit)			
Passed for Rs				
(In words Rs				
Dealing Assistant	SO	AR	DR	Registrar
Paid in Cash/Cheque No		Dated	Rs	

AR

DR

Registrar