
Details of Other Actual Expenses

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.
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 Govt transport was provided for carriage of personal effects and transportation of own conveyance and the amount claimed has been actually paid by me.

(score out which is not applicable)

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**.....

Asst/Cashier

SO

AR

DR

Registrar
