

BHUBANESWAR

TRAVELLING ALLOWANCE BILL

	TRAVELLING ALLOWANCE BILL														
Name				Designation		Pay			Month of						
Date	Route (Station)			By Railway		By Air	By Road		Dayes halted for which daily allowance is admissible				- C		
	From Hour of		TO Hour of arrival &		Class 6 Circle		(Specify single	Mode of conveyance		A4 for 11 A4 holf		incurred (Receipt incurred of	expenses incurred on hire	Purpose of hire visit	Remarks
	Station	deparature	Station	Date Date	Distance	fare	standard air fare)	Distance	used	rate	At full rate	to be attached)	conveyance		1
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

1 Certified that I actually travelled in the class in which I am entitled to travel for which railway	fare and incidental charges have been charged in the bill/
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- 2 Cetified that Auto/Taxi/Bus/Train/Air fare claimed is not more that the amount paid
- 3 Certified that the mileage have not been claimed for the journey performed in the Institute vehicle
- 4 Certified that I am actually and not merely constructively in camp for all the days of halt for which daily allowance has been claimed.
- 5 Certified that expenses for hiring conveyance as claimed in this bill were actually incurred by me.
- 6 Certified that the T.A/D.A claim is made from Institute only and not from any other sources

			Signature of the Claimant
(To be Filled by Office Only)			
	Rs.	P.	
Railway fare			
Incidental Charges			
Air fare			Signature of the officer who travelle
Incidental Charges			
K. M. by road @ paise per K. M.			Certified that he/she has attended the Institute business on the day for
Days for which daily allowance is claimed @ Rs			which T.A. has been claimed in this bill and no amount has been paid
Accommodation expenses incurred in excess of Rs. 5/- per day			previouslyfor the purpose
Actual expenses on hiring conveyance on outside state			
TOTAL	=		
Deduct advance taken	1		Signature of the Section Head
Net claim	1		Counter Signature
Passed for payment for Rsonly)			CONTROLLING OFFICER
DISBURSING OFFICER			Received Payment Signature of Recipient