TRAVELING ALLOWANCE BILL FOR TOUR

Note- This bill should be prepared in duplicate, once for payment and the other as office copy.

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

1. Na	ıme		••••••		••••••	••••••	••••••	• • • • • • • • • • • • • • • • • • • •	••••••	
2. De	signation .		•••••		•••••			•••••	· • • • • • • • • • • • • • • • • • • •	
3. Pa	у		•••••		•••••			•••••		
4. He	adquarter	s			•••••			•••••		
5. Det	ails and pu	irpose of jo	urney (s)	performed –						
Date and Time	From	Date and Time	То	Mode of travel and class of accommodation	Fare p	aid	Distance in Kms. for road		tion of alt	Purpose of
				accommodation	Rs.	P.	mileage	Days	Hours	journey
1	2	3	4	5	6		7	8	8	9
(1) Air	ı) Exchange	e voucher a	_					Yes	s/No	
(b		change vou		 nged by			•••••			
(II) Ra	il									
(a)) Whether	traveled by	mail/exp	ress/ordinary train	?			Ye	s/No	
(b) Whether	return ticke	ets availal	ole?						
(c)	ls availab	le. whether	return tid	ckets purchased?						

(III) Road

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

- 7. Date of absence from place of halt on account of: -
 - (a) R.H. and C.L.
 - (b) Not being actually in camp of Sundays and Holidays.
- 8. Dates on which free board and/or lodging provided by the State or any Organisation financed by State funds: -
 - (a) Board only
 - (b) Lodging only
 - (c) Board and lodging
- 9. Particulars to be furnished alongwith hotel receipts etc. in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or a lodging at scheduled tariffs: -

Perio	d of stay	Name of Hotel	Daily rate of lodging	Total amount paid
From	То	Name of Hotel	Daily rate of lodging	Total amount paid
1		2	3	4
			Rs.	P.

10.	Particular of journey (s) for which higher class of accommodation that the one to which the
	govt. servant is entitled was used: -

Date	Name	of places	Mode of conveyance	Class to which entitled	Class by which traveled	Fare of the entitled class
Date	From	То	Mode of conveyance	Class to which entitled	Class by which traveled	Fare of the entitled class
1	2	3	4	5	6	7

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

11. Details of journey (s) performed by road between place connected by rail: -

Date	Name o	Fair paid	
	From	То	Rs.
1	2	3	4

12. Amount of T.A. ad	vance, if any, drawn
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Certified that the information as	given above	is true to the	best of my	y knowled	ge and	belief
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Signature of the Govt. Servan	ı

		PART-B (To be filled in the Bill Section)
l.		t entitlement of account of traveling allowance works out to Rsas
	(a)	Railway/Air/Bus/Steamer fare: - Rs
	(b)	Road mileage for Kms. @ Rs P./Km.
	(c)	Daily allowance
		(i)Per day
		(ii)Per day
		(iii) Per day
	(d)	Actual expenses Rs
		Rs
		Rs
		Rs
		Gross amount
	(e)	Less amount of T.A. advance, if any, drawn vide voucher No Date
		Net amount Rs
2.	The exp	enditure's debatable to
ıni	itials of	Signature of DDO Bill Clerk
		Countersigned

Date

Signature of Controlling Officer