

Travelling Allowance Bill For Tour

Note – This bill should prepared in duplicate/one for payment and the other as office copy.

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

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

Departure		Arrival		Mode of travel and class of accommodation	Fare Paid		Distance in Kms. For road mileage	Duration of halt		Purpose of journey
Date and Time 1	From 2	Date and Time 3	To 4		Rs. 6	P . 7		Day 8	Hrs 9	

6. Mode of journey:

- (i) Air:
 - a) Exchange voucher arranged by office Yes/No
 - b) Ticket/Exchange voucher arranged by
- (ii) Rail
 - a) Whether travelled by Mail/Express/Ordinary train?
 - b) Whether return ticket available?
 - c) If available, whether return ticket purchased? If not state reasons

- (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 specified.
7. Date of absence from place of half on account of:
a) R.H. and C.L
b) Not being actually in camp of Sunday and holidays
8. Date 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
9. 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 providing board and /or lodging at scheduled tariffs.

Period of stay		Name of the Hotel	Daily rate of lodging charges	Total amount paid
From	To			

10. Particulars of journey (s) for which higher class 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 by which traveled	Fare of the entitled class Rs. P. 7
	From	To				
1	2	3	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.

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

Date 1	Name of Places		Fare Paid Rs. 4
	From 2	To 3	

12. Amount of T.A. advance. If any drawn Rs.

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

Date:

Signature of the Govt. Servant

Name:

Designation:

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

1. The net entitlement on account of traveling allowance works out to Rs _____ as detailed

a) Railway/Air/Bus/Steamer fare Rs. _____
b) Road mileage for _____ Kms. @ Rs. _____ P/Km. Rs. _____

(i) _____ Day at _____ @ _____ Per day Rs.
(ii) _____ Day at _____ @ _____ Per day Rs.
(iii) _____ Day at _____ @ _____ Per day Rs.

(i) Accommodation _____

(ii) Airport Tax _____

(iii) Taxi _____

Total Rs. _____

(c) Less amount of T.A advances drawn vide Voucher No _____ Rs.

_____ Cost of ticket paid by Office Rs _____

Net amount Rs. _____

2. The expenditure is debatable to

Initials of dealing hand

Signature of Drawing and disbursing officer

Countersigned

Signature of the Controlling Officer