



TRAVELLING ALLOWANCE BILL / CLAIM FORM (For Domestic/Foreign/Medical Visits)

Name:	Purpose of journey:
Designation:	Expenditure Head:
Pay Level: Basic Pay: Rs.	Name of the Bank:
Email ID:	Bank Account No.:
Deptt./Section:	IFSC Code:
Mobile No.:	Bank Account Holder Name:
<ul style="list-style-type: none">Kindly attach copy of approval of journey/travel plan.In case of LTC details of family members are to be mentioned on next page.	

PARTICULARS OF JOURNYS AND HALTS										
Departure			Arrival			Mode of journey (rail/air/road)	Total KM	Class	Fare (Rs.)	Flight/ Train Tickets no.
Station	Date	Hour	Station	Date	Hour					
									Total Fare (A)	

A. Total Fare: Rs. _____

B. Daily Allowance: (for foreign travel only) No. of days _____ @ Rs. _____ Per Day _____ Total DA Rs. _____

C. Other actual expenses incurred [C (i) to C (iii)] _____ Rs. _____

Total Claim (A+B+C) Rs. _____ Advance Drawn in Rs. _____ Advance Received on: DD/MM/YYYY

Net Claim Rs. _____ No. of Enclosures _____ Date: _____ Signature _____

Verified by (With name and designation)

Internal Audit

Approved

Director/Registrar/Dean/PIC

C (i)	Details of Other Actual Expenses (Hotel/Guest House, Visa, Insurance, Registration Fees etc.)			
Sl. No.	Particulars	Bill No.	Amount	Documents attached
1				
2				
3				
4				
		Total		

C (ii)	I hereby declare that I have incurred the following food expenses during my tour from _____ to _____ for which food was not provided free of cost by any Organisation / Institute.							
Sl.	Date	Amount (Rs.)	Sl.	Date	Amount (Rs.)	Sl.	Date	Amount (Rs.)
1.			4.			7.		
2.			5.			8.		
3.			6.			9.		

C (iii)	I hereby declare that I have incurred local conveyance charges (within the city only) for official tour from _____ to _____.								
From			To			Mode of Transport	No. of Km	Amount paid	Purpose
Date	Time	Place	Date	Time	Place				

4.	Details of Family members (for LTC- Elsewhere/Hometown)				
Sl. No.	Name	Date of birth	Age	Relationship	
1					
2					
3					
4					

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS

1. Journey of different kind halts should not be entered on the same line.
2. In case of advance, TA Bills are to be submitted within 30 days (for LTC) and for (other journey) within 15 days. If, No advance is drawn, TA Bills (for LTC & Other Journey) are to be submitted within 60 days of its becoming due (ie on the completion of return journey).
3. Failure to do so may entail recovery of advance, if any drawn, in a single instalment, through the salary bill submitted thereafter.
4. Money Receipts/Bus Ticket (in original) & Copy of Rail/Air Ticket should be furnished along with the T.A. bill.
5. In case of Air Travel, boarding passes are must to be enclosed with T.A. Bill.
6. In case of Stay in Guest House/Hotel, bill should invariably be enclosed as per 7th CPC guidelines.

CERTIFICATE

Certify that I actually travelled in the class to which I am entitled. It is also certified that I did not performed the road journey 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. It is also certified that I did not perform the journey free of charges or without payment or incurring in running expenses. In case of hiring taxi, it is also certified that the hiring of taxi was essential and road mileage is not claimed from any other sources.

Date:

Signature: