

Sub Bill No. _____

TRAVELLING ALLOWANCE BILL FOR TOUR

Note: This bill should be prepared in duplicate one for payment and the other as office copy. Parts (To be filled up by Government servant).

1. Name :
2. Designation :
3. Pay :
4. Head quarters :
5. Details and purpose of Journey (So performed:-

Departure		Arrival		Mode of travel and class of accommodation	Fare paid	Distance in Kms for read milage	Duration of halt	Purpose of journey
1	2	3	4	5	6	7	8	9

Rs. Ps.

Days Hrs.

Mode of Journey :

(a) Air

- (a) Exchange voucher arranged by office _____ Yes/No
(b) Ticket / discharge voucher arranged by _____

(ii) Rail

- (a) Whether travelled by mail/express /ordinary train ?
(b) Whether return tickets available ? Yes/No.
(c) If available, whether return tickets purchased ?
If not, state reasons

(iii) Road

Mode of conveyance used i.e by Government transport by taking a taxi, a single in a bus or other public conveyance / by abaring with Government servant in a car belonging to him or to a third person to be specified.

6. Dated of absence from place of halt on account of :

- (a) R.H and C.L.
(b) Not being actually in camp on Sundays and Holidays.

7. Dates on which fare board and or loding provided by the state or any organisation financed by state funds.

- a) Road only
b) Lodging only
c) Road and lodging.

8. 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 lodging at scheduled tarrifs.

9. Period of Stay

From	To	Name of the hotel	Daily rate Of lodging Charged	Total amount paid
1	2	3	4	5
			Rs.	Rs.

Part – B (To be filled in the Bill Section)

The net entitlement of account of travelling allowance works out to
Rs. _____ as detailed below:-

- a) Railways/air/bus/steamer fare Rs. _____
- b) Road mileage for _____ Kms Rs. _____
@ _____ per Km.
- c) Daily allowance
- i) _____ Days @ Rs. _____ per
day.
- ii) _____ Days @ Rs. _____ per
day.
- iii) _____ Days @ Rs. _____ per
day.
- d) Actual expenses Rs. _____
Rs. _____
- R/o Gross Amount _____
- d) Less amount of TA advance, if any, drawn vide
Voucher No. _____
Dated _____ Rs. _____
- Net Amount Rs. _____

2. The expenditure is

Initials of

Signature of Drawing and
Disoursing Office

Counter Signed

Signature of the controller Officer