

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? NA
 b) Whether return tickets available? NA
 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 a car belonging to him or to a third person to be specified. Own Car

7. Dates of absence from place of halt on account of:-

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

8. Dates 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 receipts etc. in cases where higher rate of D.A. is claimed for stay in hotel other establishments providing board and/or lodging scheduled tariffs.

Period of Stay		Name if the hotel	Daily rate of lodging charged	Total Amount paid
From	To			

10. Particulars of journey(s) for which higher class of accommodations than the one to which the Government servant is entitled was used.

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

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	Name of the places		Fare paid in Rs.
	From	To	

12. Amount of T.A. advance, if any drawn.

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

Date

Signature of Government Servant

PART – B (To be filled in by the Bill Section)

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

- a) Railway/Air/Bus/Streamer fare Rs. _____
- b) Road mileage for _____ Kms. @ Rs. _____ P/Km.
- c) Daily allowance
- i) _____ Days @ Rs. _____ P/Day.
- ii) _____ Days @ Rs. _____ P/Day.
- iii) _____ Days @ Rs. _____ P/Day.
- d) Actual expenses

Rs. _____

Rs. _____

Rs. _____

Gross Amount Rs. _____

- e) Less amount of T.A. advance if any, drawn vide voucher No. _____ Dated

_____ Rs. _____ .

Net Amount Rs. _____

_____ expenditure is debitable to

Signature of Bill Clerk

Signature of Drawing and
Disbursing Officer

Countersigned

Signature of the Controlling Officer