

Mob:**Travelling Allowance Bill for Tour****Note: This bill should be 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		NTIPRIT, ALTTC Campus, Ghaziabad [Res:] [Mob:]						
5.	Details and purpose of journey (s) performed:								
Departure		Arrival		Mode of Travel & class of accommodation used	Fare Paid (Rs.)	Distance in kms. for road mileage	Dura tion of Halt	Purpose of Journey	
Date & Time	From	Date & Time	To						
1	2	3	4	5	6	7	8	9	
Total DA (Food) = (No. of days)*..... (applicable DA per day) = Rs.									
6.	Mode of journey:								
	(i)	Air (a) Exchange voucher arranged by office (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 tickets purchased? If not, state reason.							
	(iii)	Road Mode of conveyance used, i.e. by Government transport/ by taking a taxi, single seat in a bus or other public conveyance/ by sharing with another Government servant in a car belonging to him or to a third person to be mentioned.							
7.	Date 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.								
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 at scheduled tariffs:								
S. No.	Period of Stay		Name of the hotel	Daily rate of lodging charged (Rs.)	Total amount Paid (Rs.)				
	From	To							
1.									

2.							
10.	Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used:						
S. No.	Date	Period of Stay & Places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class (Rs.)
		Form	To				
1.	-----Nil-----						
2.							
3.							
4.							
5.							
If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority, No and date of the sanction may be quoted:						NA	
11.	Details of journey(s) performed by road between places connected by rail: NA						
S. No.	Date	Name of Places			Fare paid		
		From	To	Rs.	P.		
1.	-----NA-----						
2.							
3.							
4.							
12.	Amount of T.A. advance, if any, drawn						

Item-wise Claims*:

S. No.	Item	Particulars	Amount Claimed (Rs.)
1.	Transportation [By Road]	For travelling to/ from Delhi Airport	
2.	Transportation [By Road]	For travelling from/ to (in visited station) Airport	
3.	Transportation [By Air]	For travelling from/ to Delhi to/ from Pune	
4.	Local Journeys	[In the visited station (for Official purposes)]	
5.	DA [Food]	For days [@ Rs. per day]	
6.	DA [Hotel]	For days	
Grand Total			1,73,116

*More rows may be added as per requirement

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

Signature of the Government Servant

(Name of the Government Servant)

Date:

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

1. The net entitlement on account of Travelling Allowance work out to Rs. _____
as detailed below:

(a) Railway/Air/Bus/Steamer fare	= Rs.
(b) Road Mileage for Kms. @ Rs. Per Km.	= Rs.
Food bills	= Rs.
Accommodation charges	= Rs.
(c) Daily allowance	
(i) days @ Rs. per day	= Rs.
(ii) days @ Rs. per day	= Rs.
(iii) days @ Rs. per day	= Rs.
(d) Actual expenses	= Rs.
Gross amount	= Rs.
(e) Less amount of T.A. advance, if any, drawn vide Voucher No. _____ dated _____	= Rs.
Net Amount	= Rs.

2. The expenditure is debitable to _____

Initial of Bill Clerk

Signature of Drawing & Disbursing Officer

Countersigned

Signature of Controlling Officer

Passed for Rs. _____

Pay for Rs. _____

