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)

<u> PART – A</u>

(To be filled by the Government Servant)

- 5. Details and purposes of journey (s) performed: -

Departure			Arrival			Mode of travel & Class of	Fare paid	Distance in Kms,	Duration of halt	Purpose of Journey
Date	Time	From	Date	Time	From	Accommodation	para	for Road mileage		

6.	Mode	of Jourr	ney (s)			
	(i)	AIR	(a) (b)	Exchange voucher arranged by officeYes / No Ticket/Exchange voucher arranged by		
	(ii)	RAIL	(a) (b) (c)	Whether traveled by mail / Express/ Ordinary train		
			(0)			
	(iii)	ROAD		Mode of conveyance used (i.e. by Government transport/ by taking a taxi, a single seat in a bus or other in a public conveyance, by sharing with another Government servant in a car belonging to him or to a third person to be specified)		
7.	Dates of absence from place of halt on account of :(a)Restricted Holidays and Casual Leave(b)Note being actually in camp on Sundays and Holidays					
8.	Dates (a)	Board		ard and/ or lodging provided by the State or any organization financed by State funds:		

- (b) Lodging only : .....
  (c) Boarding and lodging : .....
- 9. Particulars to be furnished along with hotel receipts etc, in cases where higher rate of Daily Allowance is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariff:

Period	of Stay	Name of the Hotel	Daily Rate of	Total Amount Paid	
From	То	Name of the Hoter	Daily Rate of Lodging Charged		

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

Date	Name o	f Places	Mode of Conveyance Used	Class to Which Entitled	Class by Which Travelled	Fare of the Entitled Class	
						Rs.	Ρ.

NOTE: If the journey by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted.

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

Date	Name o	f Places	Fare Paie	Remarks	
Date _	From	То	Rs.	Р.	

12. Amount of Advance of Travelling Allowance, 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 Government Servant

## <u>PART – B</u> (To be filled by the Bill Section)

	net entitlement on account of Travelling Allowance work out to	Rs.	Р.
	) as detailed below:		
(a)	Railway / Air/ Bus / Steamer fares		
(b)	Road mileage for Km.		
	@ RsPaisa / Km.		
(c)	Daily Allowance :		
(i)	days @ Rs Per day Rs		
(ii)	days @ Rs Per day Rs		
(iii)	days @ Rs Per day Rs		
(iv)	days @ Rs Per day Rs		
(d) A	Actual expenses		
	Gross Amount		
(e) L	ess amount of advance(s) of Travelling Allowance, if any, drawn		
vide			
Vou	cher(s) No dated		
	Net Amount		
2.	The expenditure is debitable to		
		and Disburging Officer	
	-	and Disbursing Officer	-
	(initial)	(Signature)	
	Countersigned		
	Controlling Officer		
	(Signature)		