# Travelling Allowance Bill for Tour

This bill should be prepared in duplicate—one for payment and the others as office copy.

## 1. Name/Name

## 2. Designation

## 3. Phone No.

## 4. Headquarters

## 5. Details and purpose of journey(s) performed.

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Mode of travel and class of accommodation</th>
<th>Distance in Kms. for road Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time</td>
<td>Date and Time</td>
<td>Rs.</td>
<td>Days</td>
</tr>
</tbody>
</table>

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 ticket purchased? If not, state reasons.
7. Date of absence from place of halt on account of:
   (a) 
   (b) Not being actually in camp on Sunday and holidays.

8. Dates on which free board and/or lodging provided by the state or any organisation financed by State funds:
   (a) 
   (b) 
   (c) 

9. Particulars to be furnished alongwith hotel receipt 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:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Name of the Hotel</th>
<th>Daily rate of Lodging charged</th>
<th>Total Amount paid</th>
</tr>
</thead>
</table>

10. If the journey (s) by higher class accommodation has been preformed with the approval of the competent authority. No and date of sanction may be quoted.
Details of journey(s) performed by road between places connected by rail

<table>
<thead>
<tr>
<th>विद्यमान Name of Places</th>
<th>संदर्भ भार्डा/Fare Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>लिफ्त Date</td>
<td>से From</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

12 लिए गए यात्रा मता अधिम की रकम यदि कोई हो।

Amount of T.A. advance. If any drawn.

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

तारीख/Date रक्षक सेवक के हस्ताक्ष/Signature of the Govt. Servant

भाग—ख (बिल अनुमान में मरा जाना है) PART-B (To be filled in the Bill Section)

1 मते नदे शुलह हकदारी The net entitlement on account of travelling allowance works out to Rs,

(का) रेल/वायुयान/कस/स्टीमर यात्री मात्रा Railway/air/bus/steamer fare Rs.

(कब) रोड मिलेज और Kms. किमी के लिए संक्षेप मात्रा @ Rs.

(कि) दैनिक मता/Daily allowance

(i) दिन/Days @ Rs.

(ii) दिन/Days @ Rs.

(iii) दिन/Days @ Rs.

(कद) वास्तविक व्यय/Actual expenses Rs.

(के) कुल राशि/Gross Amount Rs.

(बे) Less amount of T.A. advance. If any, drawn vide voucher No.

वाचन स. तारीख Dated Rs.

के अनुसार लिए गए यात्रा मता साहित्य की रकम को यदि कोई हो तो घटा दें।

निवेदन/Net amount Rs.

2 व्यय The expenditure is debitable to Rs. in वित्तीय नीति है।

बिल संपादक के आयातक Initials of Bill Clerk आदान और संचालन अधिकारी के हस्ताक्षर

Sign of Drawing & Disbursing Officer

प्रतिस्पर्धा हस्ताक्षर Countersigned

नियंत्रक अधिकारी के हस्ताक्षर Signature of Controlling Officer
CERTIFICATE FOR TOUR T.A., BILLS

1. Certified that I/my family was neither allowed free transit by Rail under free pass or otherwise provided with means of communication at expense of the state or local round journey for which T.A. has been claimed in this bill.

2. Certified that I/my family actually travelled by the class for the T.A. claimed in this bill.

3. Certified that number of kilometers shown in this bill is in accordance with the poly metenal tables of the establishment.

4. Certified that journey on ................................ was performed by Mail/Express train in the interest of public service.

5. Certified that I was actually not merely contrusively in camp on Sundays and holidays for which daily allowance is claimed.

6. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.

7. Certified that during my halt at ...................................... from ...................... to ......................, while on inspection duty continue to be in our expenditure after the first 10 days.

8. Certified that I did not perform the road journey for which the kilometer allowance has been claimed at the higher rates prescribed in Rule 46 of the supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry plying for hire.

9. Certified that I incurred running expenses on a car in this journey.

10. Certified that the road journeys for which kilometer has been claimed at the higher prescribed in supplementary Rule 46 were performed in my own car.

11. Certified that the road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually travelled by road being ...........................................

12. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer.

13. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum claimed in the bill.

14. Certified that I have transported ...................... Kg. ................. gms. of luggage on my transfer from ........................................... to ...........................................

Counter signed

Signature of the claimant

(Signature & designation of the controlling officer)