

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.

#### PART A (To be filled by Government servant)

- 1. Name : \_\_\_\_\_
- 2. Designation : \_\_\_\_\_
- 3. Pay : \_\_\_\_\_
- 4. Headquarters : \_\_\_\_\_

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

Departure		Arrival		Mode of travel & class of accommodation	Fare Paid (Rs.)	Distance in kms. For road mileage	Duration of halt		Purpose of journey
Date & Time	From	Date & Time	To				Days	hrs	

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? Yes/No  
 (b) Whether return tickets available ?  
 (c) If available, whether return tickets purchased ? If not, state reasons.

(III) Road  
 Mode of conveyance used i.e. by govt. transport/by taking a taxi/a 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.

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 State or any organisation financed by State funds.  
 (a) Board only  
 (b) Lodging only  
 (c) Boarding & 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 schedule tariffs :-

Period of stay		Name of the hotel	Daily rate of lodging charged	Total amount paid
From	To			

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

Date	Names of Places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	To				

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.

11. Details of journey(s) performed by road between places sanctioned by rail :-

Dated	Names of places		Fare paid
	From	To	

Amount of T.A. advance in any drawn.

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

Signature of Government Servant

Date

PART B (To be filled in the Bill Section)

The net entitlement of account of travelling allowances works out to Rs. \_\_\_\_\_ as detailed below :

(a) Railway/Air/Bus/Steamer fare Rs. \_\_\_\_\_

(b) Road mileage for \_\_\_\_\_ kms. @ \_\_\_\_\_ p/km. Rs. \_\_\_\_\_

(c) Daily allowance

(i) \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day

(ii) \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day

(iii) \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day

(d) Actual Expenses Rs. \_\_\_\_\_

Gross amount Rs. \_\_\_\_\_

(e) Less amount of T.A. advance, if any drawn vide Voucher No. \_\_\_\_\_ date \_\_\_\_\_

Rs. \_\_\_\_\_

Net amount Rs. \_\_\_\_\_

2. The expenditure is debitable to :

Initials of bill clerk.

Signature of Drawing & Disbursing Officer

Countersigned

Signature of the Controlling Officer

## CERTIFICATES

1. Certified that I/my family was neither allowed free transit by Rail under fee pass of otherwise provided with means of communication at expense of the State or Local round journey for the which T.A. has been claimed in this bill.
2. Certified that I/my family actually travelled by the class for T.A. has been claimed in this bill.
3. Certified that the number of kilometres shown in the bill is in accordance with the poly matinal tables of the establishment.
4. Certified that the journey on \_\_\_\_\_ was performed by Mail/Express train in the interest public service.
5. Certified that I was actually not merely constructively in camp on Sundays and holidays for which daily allowance in 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 in our expenditure after the first 10 days.
8. Certified that I did not perform the road journey for which the kilometre allowance has been claimed at the higher rates prescribed in rules 46 of Supplementary rule by taking a single sent in a taxi motor or mini bus or lorry paying for hire.
9. Certified that I incurred running expenses on a car this journey.
10. Certified that the road journeys for which kilometre has been claimed at the higher prescribed in Supplementary rule 46 performed it, my own car.
11. Certified that the journeys for which mileage is claimed were performed by road but were charges by rail the number of kilometres actually travelled by road being .....
12. Certified that the family members for which T.A. has been claimed actually travelled with me or followed me on transfer. They were wholly dependent upon me and residing with me.
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 transport .....  
40 k.....gms. of luggage on my transfer from ..... to .....

Counter Signed

Signature of the claimant

(Signature & designation of the Controlling Officer)