

**TRAVELLING ALLOWANCE BILL FOR TOUR****NOTE:- This bill should be prepared in duplicate-one for payment and the others as office copy****PART-A (To be filled up by Government servant)**

1. Name \_\_\_\_\_
2. Designation \_\_\_\_\_ 3. Pay \_\_\_\_\_
4. Headquarters \_\_\_\_\_
5. Details and purpose of journey (s) performed.

Departure		Arrival		Mode of travel and class of accommodation	Fare Paid	Distance in Kms. for road Mileage	Duration of Halt		Purpose of Journey
Date and Time	From	Date and Time	To				Days	Hrs.	
1.	2.	3.	4.	5.	6.	7.	8.	9.	

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? Yes/No.

(b) Whether return ticket was available? Yes/No.

(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 car belonging to him or to a third person, to be mentioned.

7. Dates of absent from place of halt on account of:-
  - (i) R H .and C.L.
  - (ii) 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) Board only
  - (b) Lodging only
  - (c) Board and lodging
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-

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 Government servant is entitled was used:-

Date	Period of Stay & Places		Mode of conveyance used	Class to which entitled	Class to which travelled	Fare of the entitled class/Rs
	From	To				
1.	2.	3.	4.	5.	6.	7.

If the journey(s) by higher class accommodation has been performed with the approval of the competent authority. No. and date of sanction may be quoted. \_\_\_\_\_

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

Date	Name of places		Fare paid	
	From	To	Rs	Ps
1.	2.	3.	4.	

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 the Govt. servant

**PART-B (To be filled in the Bill Section)**

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

- a) Railway/ air/ bus /steamer fare Rs. \_\_\_\_\_
- b) Road mileage for \_\_\_\_\_ Kms @ Rs. \_\_\_\_\_ Per/Km.
- c) Daily allowance
  - (i) \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ /Per Days \_\_\_\_\_
  - (ii) \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ /Per Days \_\_\_\_\_
  - (iii) \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ /Per Days \_\_\_\_\_
- 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 Bill Clerk

Signature of D.D.O

Countersigned

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 the which T.A. has been claimed in the 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 \_\_\_\_\_

**Countersigned**

**Signature of the claimant**

**(Signature & Designation of the controlling officer)**