Sub Bill No.	
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## 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 of the Government Servant								
2.	Desi	gnation							
3.	Pay	+ SI + NPA							
4.	Headquarters								
5.	Deta	ils and purpose	e of journey (s)	performe	ed.				
		arture	Arriva		Mode of	Fare	Distanc	Durati	Purpose of
Date & Time		From	Date & Time	То	Travel & class of accommod ation used	Paid	e in Kms. for road mileage	on of Halt	Journey
1		2	3	4	5	6	7	8	9
6.	Mode of journey:								
	(i) Air (a) Exchange voucher arranged by office (b) Ticket /Exchange voucher arranged by								
	(ii) Rail (a) Whether traveled by mail/express/ordinary train? (b) Whether return tickets available? (c) If available, whether return tickets purchased? If not, state reason.					NA			
7	(iii) Road  Mode of conveyance used, i.e. by Government trataxi, a single seat in a bus or other public convey with another Government servant in a car belong third per to be specified.				eyance /b	by sharing			
7.	Dates 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.									
Sr.No	Period	of Stay		Name of t	he hotel	Daily rate o	f lodgi	ng	Tota	al amount
	From	To				charged in Rs.				d Rs.
1.										
2.										
10.		culars of journey (s) for which higher class of accommodation than the one to which the rnment servant is entitled was used.								
Sr.No	Date	Nature o	of Pla	ice	Mode of conveya	which which		iich		Fare of the entitled class Rs.
		Form		To						
1.	-	-		-	-	-		-		-
2.										
3.										
4.										
5.										
been p	If the journey (s) by higher class of accommodation has been performed with the approval of competent authority, No and date of the sanction may be quoted.									
11.	Details of journey (s	tails of journey (s) performed by road between places connected by rail.								
Sr.No	Date	Nature of Place Rail fare								
		From			То			Rs. P.		
1.		-							-	
2.										
3.										
4.										
12.	Amount of T.A. adva	f T.A. advance, if any, drawn Rs.								

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

Signature	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 RsAs detailed below:-					
	(a) Railway/Air/Bus/Steamer fare	Rs	=			
	(b) Road Mileage		=			
		d bills ommodation charges	=			
	(c) Daily allowance (i) day @	minodation charges	=			
	(ii) days @ Rs. /- per day.		=			
			= Rs.			
	(d) Actual expenses	Rs				
	Gross amount  (e) Less amount of T.A. advance, if any  Voucher No dated	-				
	Net					
2.	The expenditure is debit able to					
	Initial of Bill Clerk	Signature of Drawin	ng & Disbursing Officer			
		Counter	Signed			
		Signature of the Co	ontrolling Officer			