

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 (A) performed										
	Departure		Arrival		Mode of travel & class of accommodation	Fare paid		Distance in Kms. for road mileage	Duration of halt		Purpose of journey
	Date & Time	From	Date & Time	To		Rs	P		Days	Hrs	
6	Mode of Journey										
	I	Air									
		A	Exchange voucher arranged by office								
		B	Ticket/Exchange voucher arranged by							Yes/No	
	II	Train									
		A	Whether travelled by Mail/Express/Ordinary train?								
		B	Whether return ticket available?								
		C	If available, either 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 other public conveyance/ by sharing with another Govt. servant in car belonging to him or a third person to be.									
7	Date of absence 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 organization financed by State funds:										
	A	Board only									
	B	Lodging only									
	C	Boarding and Lodging									

9	Particulars to be furnished along with 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 charges	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 (1)	Name of places		Mode of conveyance used (4)	Class to which entitled (5)	Class to which travelled (6)	Fare of the entitled class/Rs./P. (7)
		From (2)	To (3)				
If the journey(s) by higher class 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 connected by rail						
	Date (1)	Name of places				Fare paid Rs. (4)	
		From (2)		To (3)			
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. _____ Rs.	
B	Road mileage for _____ Kms. @ Rs. _____ P/Km	
C	Daily allowance	
I	_____ Day @ Rs. _____ Per day.	
II	_____ Day @ Rs. _____ per day.	
III	_____ Day @ Rs. _____ per day.	
D	Actual Expenses	Rs. _____ _____ _____ _____
E	Less amount of T.A. advance if any, drawn vide voucher No. _____ Dated _____ Rs. _____ Net Amount Rs. _____	
2	The expenditure is debit able to	

Initials of bill clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of the Controlling Officer