TRAVELING ALLOWANCE BILL FOR TOUR

Note- This bill should be prepared in duplicate, once for payment and the other 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 –

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>From</th>
<th>Date and Time</th>
<th>To</th>
<th>Mode of travel and class of accommodation</th>
<th>Fare paid</th>
<th>Distance in Kms. for road mileage</th>
<th>Duration of halt</th>
<th>Purpose of journey</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Mode of journey: -

   (1) Air

      (a) Exchange voucher arranged by officer ................................................................. Yes/No

      (b) Ticket/Exchange voucher arranged by .................................................................

   (II) Rail

      (a) Whether traveled by mail/express/ordinary train? ......................................................... Yes/No

      (b) Whether return tickets available?

      (c) Is available, whether return tickets purchased?
(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 of Sundays 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 receipts etc. in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or a lodging at scheduled tariffs: -

<table>
<thead>
<tr>
<th>Period of stay</th>
<th>Name of Hotel</th>
<th>Daily rate of lodging</th>
<th>Total amount paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>Name of Hotel</td>
<td>Daily rate of lodging</td>
</tr>
<tr>
<td>------</td>
<td>----</td>
<td>---------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Rs.</td>
<td>P.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. Particular of journey (s) for which higher class of accommodation that the one to which the govt. servant is entitled was used: -

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of places</th>
<th>Mode of conveyance</th>
<th>Class to which entitled</th>
<th>Class by which traveled</th>
<th>Fare of the entitled class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>From</td>
<td>To</td>
<td>Mode of conveyance</td>
<td>Class to which entitled</td>
<td>Class by which traveled</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

If the journey (s) by higher class of accommodation had 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 place connected by rail: -

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of places</th>
<th>Fair paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>Rs.</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

...........................................................
Signature of the Govt. Servant
PART-B (To be filled in the Bill Section)

1. The net entitlement of account of traveling allowance works out to Rs. ………………………………………..as detailed below: -

   (a) Railway/Air/Bus/Steamer fare: - 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. …………………………………………………

      Rs. …………………………………………………

      Rs. …………………………………………………

      Rs. …………………………………………………

Gross amount

   (e) Less amount of T.A. advance, if any, drawn vide voucher No. …………. Date …………………

      Net amount Rs. …………………………………………..

2. The expenditure’s debatable to ……………………………………………………………………………………

   Signature of DDO

   Initials of Bill Clerk

   Countersigned

   Signature of Controlling Officer