

SAMPLE

TRAVELLING ALLOWANCE BILL

Name: NAGESH KARMALI

Designation: NA

Salary code: NA

• Grade Pay NA

• Pay in Pay band NA (If DA on tour is being claimed as per **old rates** – 6<sup>th</sup> CPC)

Amount of advance drawn, if any : NA

Certified that I was on tour from 13<sup>th</sup> February, 2025 to 17<sup>th</sup> February, 2025 for the purpose of participation in “C++ Programming Bootcamp” and that I travelled by the class and mode of conveyance as indicated below:

**1. Claimed fares (Air/Rail/Bus):**

Departure		Arrival		Mode of journey Rail / Road / Air	Class of Journey Air / Rail / Bus	PNR No. (if applicable)	Fare in Rs.	Train / Flight no.
Place	Date & Time	Place	Date & Time					
DELHI	12/02/25; 3:45 HRS	MUMBAI	12/02/25; 23:35 HRS	RAIL		0123456789	1630/-	12904
MUMBAI	16/02/25; 18:45 HRS	DELHI	16/02/25; 13:50 HRS	RAIL		0123456789	1630/-	12903
Total							3260/-	

\*P S: 2, 3 & 4 not applicable, if DA on tour is being claimed as per old rates-5<sup>th</sup> CPC

**2. Details of Local conveyance charges incurred:**

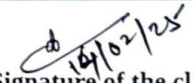
Date	Station	Place visited/travelled		Distance (Km)	Mode of travel Taxi/Auto	Fare in Rs.	Remarks
		From	To				
			NA				
Total							

**3. I stayed in hotels/guesthouse which I was charges as follows (bills are to be enclosed):**

Station	Name of hotel	Period of stay		No. of days	Expenses in Rs.	Remarks
		From	To			
			NA			

**4. Reimbursement of Food bills (bills are to be enclosed)**

Sr. No.	Date	Particulars	Amount in Rs.	Sr. No.	Date	Particulars	Amount in Rs.
1				3			
2			NA	4			
<b>Total</b>							<b>0.00</b>
Further particulars required to be furnished				Replies			
A	i) Whether you availed of Saturday, Sundays & holidays, or any leave during the days of halt?			NA			
	ii) If yes, please give details about the period and date:						
B	Whether the TA is to be borne by IIT Bombay/project/any other source? Please give expenditure budget Head. If applicable:			Budget Head:			
5.	<b>Summary of claimed amount:</b>		<b>Amount in Rs. (To be filled by claimant)</b>	<b>Amount in Rs. (To be filled by IITB office)</b>			
i)	(a) Fare		3260				
	(b) Conveyance charges		-				
	(c) Hotel/accommodation charges		-				
	(d) Food/boarding charges		-				
	<b>(e) Other claims (details to be furnished)</b>						
	i) Conference Registration fees		-				
	ii) Travel Insurance		-				
	<b>Total</b>		3260				
(ii)	Less advance taken on dt.: NA		-				
	<b>Net amount</b>		3260				

  
 Signature of the claimant

Countersigned  
 DIRECTOR/DEAN (R&D)/REGISTRAR/H.O.D.

Forwarded herewith T.A. claim for necessary action

Admn. I(a)

To: Accounts Section

Admitted for \_\_\_\_\_

Passed for \_\_\_\_\_

Disallowed /Added \_\_\_\_\_

Passed for \_\_\_\_\_

Asstt. Registrar (Audit)

Asstt. Registrar (F&A)