

## TRAVELLING ALLOWANCE BILL

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Salary code: \_\_\_\_\_

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

Amount of advance drawn, if any : \_\_\_\_\_

Certified that I was on tour from \_\_\_\_\_ (dt.) to \_\_\_\_\_ (dt.) for the purpose \_\_\_\_\_ 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	Remarks
Place	Date & Time	Place	Date & Time					
					<b>Total</b>			

\*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	Remarks
		From	To				
				<b>Total local conveyance</b>			

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

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

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

Sr. no.	Date	Bill details	Amount in	Sr. no.	Date	Bill details	Amount in
					<b>Total food expenses (sr. no.</b>		
Further particulars required to be furnished						Replies	
A	1) Whether you availed of Saturday, Sundays & holidays, or any leave during the days of halt? 2) 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:	
<b>5.</b>	<b>Summary of claimed Amount:</b>		<b>To be completed</b>		<b>5.</b>	<b>Remarks</b>	
i)	(a) Fare						
	(b) conveyance charges						
	(c) hotel/accommodation charges						
	(d) food/boarding charges						
	<b>(e) other claims (details to be furnished)</b>						
	1) Conference regn fees						
	2) Insurance fees						
	iii) Visa fees						
	<b>Total</b>						
(ii)	Less advance taken on dt. : _____						
	Net amount						

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 \_\_\_\_\_

Asstt. Registrar (Audit)

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

Asstt. Registrar (F&A)