# TR 25 A

## TRAVELLING ALLOWANCE BILL FOR TOUR

(Note: This bill should be prepared in duplicate, one for payment and the other as office copy)

|  |  |  |
| --- | --- | --- |
| 1. | Name |  |
| 2. | Designation |  |
| 3. | Pay & Level |  |
| 4. | Headquarters |  |

Details of journey performed: -

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date & Time** | **From** | **Date & Time** | **Arrival** | **Distance in Kms.** | **Mode of Travel & Class of Accommodation** | **No. of Fares** | **Fare Paid**  **(in Rupees)** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

(i) Air

1. Exchange voucher arranged by office
2. Ticket / Exchange voucher arranged by

(ii) Rail

1. Whether travelled by mail/express/ordinary train
2. Whether return tickets available
   * + 1. If available, whether return tickets purchased? If not, state reasons
   1. Road   
      Mode of conveyance used i.e., 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 of a third person to be specified.
3. Dates of absence from place of halt on account:
4. RH and CL
5. Not being in camp on Sundays & Holidays
6. Dates on which free board and / or lodging provided by the State or any organization

Financed by State-Funds:

(a) Boarding only –

(b) Lodging only

(c) Boarding & Lodging **-**

1. Particulars to be furnished along with hotel receipts etc. in cases where higher rate of DA is

Claimed for stay in hotel / other establishments providing board and / or a lodging at Scheduled tariffs:**-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of stay | | Name of Hotel | Daily rate of lodging charged | Total amount entitled |
| From | To |  |  |  |
|  |  |
|  |  |  | TOTAL |  |

10. Particulars of journey(s) for which higher class of accommodation than the one to which the government servant is entitled was used**:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Names of places | | Mode of conveyance used | Class to which entitled | Class by which travelled | Fare of the entitled class |
|  |  |  |  | |  |  |

If the journey (s) by higher class of accommodation has been performed with the approval of competent authority, no. & Date of the sanction may be quoted.

11. Details of journey(s) performed by road between places connected by rail: -

1. Amount of TA/DSA 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 BY THE BILL SECTION)

The net entitlement of account of travelling allowance works out as detailed below:-

(a) Railway / Air / Steamer fare =

(b) Daily allowance

(i) Hotel Charges: - @ \_\_\_\_\_\_\_\_\_day x\_\_\_\_\_ days = Rs

(ii) Lump sum amount: [Total Absence from HQs]

100% (more than 12 hrs) @ Rs \_\_\_\_\_\_\_ x \_\_\_\_days = Rs

70% (between 6 to 12 hrs) @ Rs \_\_\_\_\_\_x \_\_\_\_\_ day = Rs

30% (less than 6 hrs) @ Rs \_\_\_\_\_\_ x \_\_\_\_\_days = Rs

(iii) Local Travel Expenses: - @ \_\_\_\_\_\_\_x \_\_\_\_\_days = Rs

Gross Amount = Rs

TA advance, if any, drawn vide Voucher No.\_\_\_\_\_\_\_dated\_\_\_\_\_\_\_\_\_\_\_\_ = Rs

Net Amount Payable : = Rs

The expenditure is debit able to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_