

**TRAVELLING ALLOWANCE BILL FOR TOUR**

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

**PART - A (To be filled up by Govt. servant)**

1.	Name								
2.	Designation								
3.	Pay								
4.	Headquarters								
5.	Details and purpose of journey(s) performed								
	Departure		Arrival		Mode of travel and class of accommodation	Fare Paid Rs.	Distance in KMs for road mileage	Duration of halt	Purpose of journey
	Date & Time	From	Date & Time	To					

**.Mode of Journey****(i) Air****(a)** Exchange voucher arranged by office**(b)** Ticket / Exchange voucher arranged by**(ii) Rail****(a)** Whether travelled by mail/express/ordinary train**(b)** Whether return tickets available**(c)** If available, whether return tickets purchased?**(iii) 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.

7. Dates of absence from place of halt on account :  
 (a) RH and CL  
 (b) Not being actually in camp on Sundays & Holidays --
8. Dates on which free board and / or lodging provided by the State or any organisation  
 Financed by State-Funds:  
 (a) Boarding only –  
 (b) Lodging only --  
 (c) Boarding & Lodging -
9. 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 From To	Name of hotel	Daily rate of lodging charged	Total amount paid

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 :- **NA**

Date	Names of places		Fare paid
	From	To	

12. Amount of TA advance if any, drawn **USD** Certified that the information, as given above, is true to the best of my knowledge and belief.

**Signature of the Govt. servant**

**Date:**

**PART - B** ( TO BE FILLED IN BY THE BILL SECTION)

1. The net entitlement of account of travelling allowance works out to Rs. \_\_\_\_\_ as detailed below :-

(a) Railway / Air / Steamer fare  
Rs. \_\_\_\_\_

(b) Road Mileage for \_\_\_\_\_ KMs @ Rs. \_\_\_\_\_ p/km

(c) Daily allowance

(i) \_\_\_\_\_ day @ Rs. \_\_\_\_\_ per day

(ii) \_\_\_\_\_ day @ Rs. \_\_\_\_\_ per day

(i) \_\_\_\_\_ day @ Rs. \_\_\_\_\_ per  
day

(d) Actual expenses                      Rs.

Rs.

Rs.

Gross Amount    ....    ... ..                      Rs.

(e)        Less amount of TA advance, if any, drawn vide Voucher No. \_\_\_\_\_  
Dated \_\_\_\_\_                      Rs. \_\_\_\_\_

**Net Amount Rs.**

2. The expenditure is debitable to \_\_\_\_\_

Signature of  
D.D.O.

Initials of Bill Clerk

Counter-signed

**CERTIFICATE TO BE ATTACHED WITH TA BILLS**

1. Road mileage as shown and claimed is correct to the best of my knowledge and belief.
2. I did not use Government or any other free transport for this road mileage.
3. I did not perform the road journeys for which mileage allowance has been claimed at the higher rates prescribed in SR 46 by taking single seat in any public conveyance excluding steamer which plays regularly between fixed points and charge fixed rates.
4. No one shared the expenditure on the road mileage for which mileage allowance has been claimed at the higher rates prescribed in SR 46.
5. The road journeys were not performed in any other vehicle without payment of its hire charges.
6. I actually performed official duties at the stations at which daily allowance has been claimed.
7. During the period of halt/ halts I was actually and not merely constructively in the camp.
8. I did not avail of free board and lodging at the expense of a state govt. or any other organization financed from state funds during the days of halt for which daily allowance has been claimed at full rates.
9. The rail/ air journeys were performed by the shortest possible route.
10. The return tickets were not issued on the railway lines on which journeys were performed.
11. I have/ have not been paid Rs. \_\_\_\_\_ as TA advance for the journeys shown in the bill.
12. The amount claimed in this bill has not been claimed by me in any previous bill.
13. I stayed at \_\_\_\_\_ (Hotel) at \_\_\_\_\_ (Place) from \_\_\_\_\_ (date & time) to \_\_\_\_\_ (date & time).

**Signature** \_\_\_\_\_

**Designation:**