







**PART - B**

(To be filled in by the Bill Section)

Rs.

1. The net entitlement on account of Travelling Allowance works out to Rs. ....  
 (Rupees \_\_\_\_\_) as detailed below

- (a) Railways / Air / Bus / Steamer Fares
- (b) Road mileage for \_\_\_\_\_ Kms  
 @ Rs \_\_\_\_\_ paise / Km.
- (c) Daily Allowance
  - (i) \_\_\_\_\_ days @ Rs \_\_\_\_\_ per day Rs. \_\_\_\_\_
  - (ii) \_\_\_\_\_ days @ Rs \_\_\_\_\_ per day Rs. \_\_\_\_\_
  - (iii) \_\_\_\_\_ days @ Rs \_\_\_\_\_ per day Rs. \_\_\_\_\_
  - (iv) \_\_\_\_\_ days @ Rs \_\_\_\_\_ per day Rs. \_\_\_\_\_
- (d) Actual expenses \_\_\_\_\_

Gross Amount .....

Less amount of advance of T.A. , if any, drawn - vide Voucher No.....

Date .....

Net Amount.....

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

**Bill Clerk  
(Initials)**

**Signature of Drawing &  
Disbursing Officer**

**Countersigned**

**Signature of the Controlling Officer**







**Annexure -'B'**

**EXPENDITURE INCURRED ON ACCOUNT OF FOOD BILLS DURING TOUR**

This is to certify that I Shri/Smt/Miss. \_\_\_\_\_ (Name of the Official) was on official tour at \_\_\_\_\_ (Place of touring station) from \_\_\_\_\_ (commencement date of journey) to \_\_\_\_\_ (concluding date of journey) (Total \_\_\_\_\_ days) and incurred expenditure on account of my food bills amounting to Rs. \_\_\_\_\_ @ of Rs. \_\_\_\_\_ per day.)

It is also certified that I have not been issued with any receipt on account of payments made towards my food bills as the Hotel / Restaurant / Stall where I had taken meals / snacks / beverage had no receipt book with them.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Audit Party No. \_\_\_\_\_