

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 by the Government Servant]

1.	Name of Officer / Official	
2.	Designation	
3.	Pay	Rs.
4.	Head Quarter	
5.	Details and Purpose of Journey(s) performed	As under

Departure		Arrival		Mode of travel & Class of Accommodation	Fare Paid Rs.	Distance in Kms.
Date & Time	From	Date & Time	To			
1.	2.	3.	4.	5.	6.	7.
Purpose of Journey Performed						

6.	Mode of Journey		
(i)	Air		
	(a)	Exchange voucher arranged by office	Yes / No
	(b)	Ticket / Exchange voucher arranged by	
(ii)	Rail		
	(a)	Whether travelled by Mail / Express / Ordinary Train ?	Yes / No
	(b)	Whether return tickets available ?	Yes / No
	(c)	If available whether return tickets purchased ? If not state reasons.	Yes / No
(iii)	Road		
Mode of conveyance used i.e. by Government transport, by taking a Taxi, a single seat in a bus or other public conveyance, by sharing with another Government Servant in a car belonging to him/her or to a third person to be specified			

7.	Dates of absence from Place of halt, on account of :	
(a)	Restricted Holiday & Casual Leave	
(b)	Not being actually in camp on Sundays and Holidays	

8.	Dates on which free Boarding and / or Lodging by the State or any organization financed by State Funds :	
(a)	Boarding only	
(b)	Lodging only	
(c)	Boarding and Lodging	

9.	Particulars to be furnished along with Hotel receipts etc, in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariffs :					
Period of Stay		Name of the Hotel	Daily rate of lodging charge	Total Amount Paid		
From	To					

PART – B

[To be filled in the Bill Section]

The net entitlement on account of Travelling Allowance works out to Rs. _____ as detailed below : (Amount in Rs.)

(a)	Railway / Air / Bus / Steamer Fare	
(b)	Road mileage for _____ kms @ _____ per km.	

(c) Daily Allowance						
Date	Time		Hrs./Min.	Stay / Journey	Rate of D.A.	
	From	To				

(d)	Actual Expenses :		
	Auto/Taxi/Other		

(e)	Gross Amount	
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(f)	Less : Amount of T.A. Advance if any drawn vide Voucher No. _____ dated _____.	
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(g)	Net Amount	
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The Expenditure is debitable to T. A. Account.

Remarks :

Signature of Drawing & Disbursing Officer

Passed for Payment of Rs. _____ only.
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Signature of the Controlling Officer