Sub Bill No.	No. 02

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

Depa	ırture	Arr	ival	Mode of travel	Fare	Distance
Date & Time	From	Date & Time	То	& Class of Accommodation	Paid Rs.	in Kms.
1.	2.	3.	4.	5.	6.	7.
Purpose of Jo	ourney					
Performed						

6.	Mode	e 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	Yes / No
		Train?	
	(b)	Whether return tickets available?	Yes / No
	(c)	If available whether return tickets purchased?	Yes / No
		If not state reasons.	
(iii)	Road		
Mod	e of co	onveyance used i.e. by Government transport, by	
takir	ıg a Ta	axi, a single seat in a bus or other public con-	
veya	nce, b	y sharing with another Government Servant in a	
car b	elong	ing 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 Total Amoun							
	From To			lodging charge	Paid			

10.	Particulars of journ Government servan			modation t	han the one	which t	he
Date 1	Name of Place From To		Mode of Conveyance used 4	Class to which entitled 5	Class by which travelled 6	Fare of the entitled class	
1	2 3				v	Rs.	Ps.
					Total		
been perfo	ney by higher class of a remed with the approva No. and date of the sanc	l of the Competent					

11.	Details of Journey(s) performed by road between places connected by Rail:					
Date	Name o	Name of Place				
	From	To				
1	2	3	Rs.	Ps.		
		Total				

12.	Amount of Advance of Travelling Allowance, if any, drawn	Rs.	

Certified that the information, as given above, is true to the best of my knowledge and belief.

Date :	ignature of the Government Servant

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							(Amount in Rs.)
(b)	_	and mileage forkms @ per km.					
(2)							
(c)		Allowance Tin	ne	Hrs./Min.	Stay /	Rate of	
Du		From	То	1115./141111.	Journey	D.A.	
					-		
(d)	Actua	al Expenses :					
	Auto	/Taxi/Other					
(e)	Gross	s Amount					
(f)	Less	: Amount of	T.A. Advance	e if any dra	awn vide Vo	oucher No.	
(a)	Not A	Amount			_		
(g)	Net P	Milouiii					
The Ex	The Expenditure is debitable to T. A. Account.						
Remarks:							
					Signature	e of Drawing	& Disbursing Officer
Passed	l for Pa	yment of Rs		only.			