G.A.R. -14A

## TRAVELING ALLOWANCE BILL FOR TOUR

Note- This bill should be prepared in duplicate, once for payment and the other as office copy.

		PART-	A (To b	e filled up by gov	/ernme	nt Se	rvant)				
1. Na	me		************								
2. De	signation .										
3. Par	y										
4. He	adquarter	s									
5. Deta	ails and pu	rpose of jou	rney (s)	performed -							
ate and Time	From	Time and class of		Mode of travel and class of accommodation	Fare paid		Distance in Kms. for road	Duration of halt		Purpose of journey	
					Rs.	P.	mileage	Days	Hours		
1	2	3	4	5	6		7	8	3	9	
											A STATE OF THE PERSON NAMED IN COLUMN 2 IS NOT THE PERSON NAMED IN COLUMN 2 IS NOT THE PERSON NAMED IN COLUMN 2
6. Mo	ode of jour	ney: -									
(1) Air (a	) Exchange	voucher arr						Yes	/No		
(b)	Ticket/Ex	change vouc	her arra	nged by			•••••				
(II) Rai	il										
(a)	Whether	traveled by r	mail/exp	ress/ordinary train	?			Yes	/No		
(b)	Whether	return ticket	s availal	ole?							

(c) Is available, whether return tickets purchased?

## (III) Road

Mode of conveyance used i.e. by 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 to a third person to be specified.

- 7. Date of absence from place of halt on account of: -
  - (a) R.H. and C.L.
  - (b) Not being actually in camp of Sundays and Holidays.
- 8. Dates on which free board and/or lodging provided by the State or any Organisation financed by State funds: -
  - (a) Board only
  - (b) Lodging only
  - (c) Board and lodging
- Particulars to be furnished alongwith hotel receipts etc. in cases where higher rate of D.A. 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	Total amount paid	
From	То	Name of Hotel	Daily rate of lodging	Total amount paid	
1		2	3	4	
·			Rs.	P.	
		,			

10. Particular of journey (s) for which higher class of accommodation that the one to which the govt. servant is entitled was used: -

Date	Name of	f places	Mode of conveyance	Class to which entitled	Class by which traveled	class
Date	From	То	Mode of conveyance	Class to which entitled	Class by which traveled	Fare of the entitled class
1	2	3	4	5	6	7
					,	
						-

If the journey (s) by higher class of accommodation had been performed with the approval of the competent authority, No and date of the sanction may be quoted.

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

Date	Name of	Fair paid	
	From	То	Rs.
1	2	3	4

12. Amount of T.A. advance, if any, drawn.

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 fille	ed in the Bill Section)
. The net entitlement of account of traveling a detailed below: -	llowance works out to Rsas
(a) Railway/Air/Bus/Steamer fare: - Rs.	
(b) Road mileage for	Kms. @ Rs P./Km.
(c) Daily allowance	
(i) day@	RsPer day
(ii) day @	RsPer day
(iii)day @	Rs Per day
(d) Actual expenses Rs	
Rs	
Rs	
Rs	
	Gross amount
(e) Less amount of T.A. advance, if any,	drawn vide voucher No Date
	Net amount Rs
2. The expenditure's debatable to	
Initials of Bill Clark	Signature of DDO
Initials of Bill Clerk	
	Countersigned

Signature of Controlling Officer