

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 be filled up by government Servant)

1. Name
2. Designation
3. Pay
4. Headquarters
5. Details and purpose of journey (s) performed –

Date and Time	From	Date and Time	To	Mode of travel and class of accommodation	Fare paid		Distance in Kms. for road mileage	Duration of halt		Purpose of journey
					Rs.	P.		Days	Hours	
1	2	3	4	5	6		7	8	9	

6. Mode of journey: -

(I) Air

(a) Exchange voucher arranged by officer

Yes/No

.....

(b) Ticket/Exchange voucher arranged by

(II) Rail

(a) Whether traveled by mail/express/ordinary train?

Yes/No

(b) Whether return tickets available?

(c) Is available, whether return tickets purchased?

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

Date	Name of places		Mode of conveyance	Class to which entitled	Class by which traveled	Fare of the entitled class
Date	From	To	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 places		Fair paid
	From	To	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 filled in the Bill Section)

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

(a) Railway/Air/Bus/Steamer fare: - Rs.

(b) Road mileage for Kms. @ Rs. P./Km.

(c) Daily allowance

(i) day @ Rs. Per day

(ii) day @ Rs. Per 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

Signature of DDO

Initials of Bill Clerk

Countersigned

Signature of Controlling Officer