

NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR (J&K)

TAVELLING ALLOWANCE BILL FOR TOUR PART – A (to be filled up by Govt. Servant)

1. Name: _____
2. Designation: _____
3. Pay: _____
4. Headquarter: _____
5. Details and Purpose of Journey Performed:

Date & Time	From	Date & Time	To	Mode of travel & class of accommodation	Fair Paid Rs.	Distance in Km for Road mileage	Duration of Halt		Purpose of Journey
							8	9	
1	2	3	4	5	6	7	8	9	10
Stay from _____ to _____									

6. Mode of Journey:-

a) Air:-

a) Exchange Voucher arranged by officer.....

b) Ticket/Exchange Voucher arranged by.....

Yes/No

b) Rail:-

a) Whether travelled by mail/express/ordinary train.

b) Whether return ticket available.

c) If available, whether return tickets purchased, if not state reasons.

Yes/No

c) Road:-

Mode of conveyance used i.e. by Government transport, by taking a taxi, single seat in bus or other public conveyance by shared with another Government servant in a car belonging to him or to a third person to be specified

7. Date of absence from the place of halt on account of
- a) R.H and C.L
 - b) Not being actually in camp on Sundays and Holidays

8. Dates on which free board and / or lodging provided by the State or any organization financed by State funds:

- a) Board only
- b) Lodging only
- c) Board and Lodging

9. Particulars to be furnished along with hotel receipt etc. In case where higher rate of D.A. is claimed for stay in hotel / other establishments providing board and lodging at scheduled tariffs.

Period of Stay		Name of Hotel	Daily rate of Lodging charges	Total amount paid
From	To			

10. Particulars of the Journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used:

Date	Name of Places		Mode of conveyance used	Class to which entitled	Class by which traveled	Fare of entitled class
	From	To				

If the journey (s) by higher class of accommodation has been performed with the approval of the competent authority, Number & Date of the sanction may be quoted:

11. Details of journey (s) performed by roads between places connected by rail:

Date	From	To	Fair Paid

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

Signature of Government Servant

PART – B (to be filled in the Bill Section)

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

(a) Railways / Air / Steam fare: Rs. _____ }
(b) Road mileage for _____ Km @Rs. _____ }

(c) Daily Allowance:

(i) _____ /day @ Rs. _____ }
(ii) _____ /day @ Rs. _____ }
(iii) _____ /day @ Rs. _____ }

(d) Actual expenses: Rs. _____ }
Rs. _____ }
Rs. _____ }

Gross amount Rs. _____

(e) Less amount of T.A. advance, if any drawn vide voucher No: _____, DT: _____, Rs. _____

Net Amount Rs: _____

The expenditure is debitable to: _____

Bill Assistant

Section Officer

Nodal Officer Finance

(Registrar)

(DIRECTOR)