

**TRAVELLING ALLOWANCE BILL FOR TOUR/TEMP.
DUTY /TRAINING /COURSE/TST ETC.**

1. Name of the Govt. Servant : _____
2. Designation of Govt. Servant : _____
3. Basic pay at the time of performing journey : _____
4. Station From _____ To _____ Back to _____
5. Purpose of journey _____
6. Office Order No. & Date _____
7. Details of journey performed :

Date	Dep. Time From	Arrival Time To	Mode of travel	Class of Accomo.	Fare paid Rs.	Distance Kms.	Tkt Nos. Remarks

8. Date of absence from place of half account of :
(a) E/L, C/L, R/H _____
9. Dates on which free board and/or lodging provided by the states or any Organizing financed by stat funds :
(a) Boarding only _____
(b) Lodging only _____
(c) Boarding & Lodging _____
10. Particulars to b furnished along with Hostel receipt etc., in case who higher Rate of DA is claimed for stay in Hostel/other establishment providing boarding and Lodging at scheduled/tariff :-

Period of From	stay To	Name of the Hotel/Hostel	Daily rate of Lodging charged	Total amount Paid Rs.

11. Particulars to be furnished along with Hotel receipt etc., in case of higher rate of DA is claimed for stay in Hotel/charge establishment provide boarding lodging Of Scheduled/tariff.

Period of stay From To	Name of the Hotel/ Hostel	Daily rate of Lodging charged	Total amount Paid Rs.

12. (a) Particulars of journey for which higher class of accommodation the one to which the Govt. Servant is entitled was used :-

Date	Name of the	Mode of	Class to	Class by	Fare of Entitled Class Rs.

12 (b) If the journey is by higher class of accommodation has been performed with the approval of the competent authority No. & date of the sanction may be quoted. :-

Name of the Place	Fare paid	Distance in Kms.

13. Amount of TA/DA advance, if drawn Rs. _____ vide Bill No. _____ dated _____

14. Whether appeared for grade I/II or any Test/Course for the first time or second time. If so, give details of Office Order copy and certificate of attendance of Test/ Course from Head of Institution.

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

Encl :-

Date :-

Signature of Govt. Servant