

TRAVELLING ALLOWANCE BILL

- 1. Name : _____
- 2. Designation : _____
- 3. Headquarters : _____
- 4. Basic Pay : _____
- 5. Purpose of Journey : _____
- 6. **ONWARD JOURNEY** : _____

Date	Time	Departure Place			No. of K.Mts	Mode of conveyance Bus / Train	Class	Actual Fare
		From	to	From				

Rs :

I.C ----- Rs :

T.C ----- Rs :

D.A for Onward journey ----- Rs :

- 7. **RETURN JOURNEY** : _____

Date	Time	Departure Place			No. of K.Mts	Mode of conveyance Bus / Train	Class	Actual Fare
		From	to	From				

Rs :

I.C ----- Rs :

T.C ----- Rs :

D.A for Onward journey ----- Rs :

D.A Calculation :

Time of arrival tour Venue till leaving the Venue

D.A for _____ Rs:

Total ----- Rs :

Signature

Certificate :

- 1. Certified that the journey was performed on the above.
- 2. Certified that the distance between Bus stand / Railway station and the place of work exceeds half a Kilometer for which T.A is Claimed.

Passed for Rs : _____ (Rupees _____ Only)

Signature