INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR: 721302 TRAVELLING ALLOWANCE BILL

PARTICULARS OF JOURNEY AND HALT PARTICULARS OF JOURNEY AND HALT DEARTURE ARRIVAL MODE OF JOURNEY AMOUNT RS. REMARKS Station Date & Station Date & Arrival Class of No. of Fares & Amount Rs. REMARKS Station Date & Station Date & Road Journey Road Road Journey Remarks Amount Rs. REMARKS PURPOSE OF JOURNEY AND AUTHORITY: Ticket No. & Remarks Amount Rs. Remarks Amount Rs. Remarks Remark	Bill N o.				***************		\	/r. No	
Deptt_/Centre / Section	Head d	Account				************			
Departure / Section	Name in	Full		************		.,,,,,,,,,,,,,,,,			
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PURPOSE OF JOURNEY AND AUTHORITY: Ticket No. is to be mentioned for journey made by Air / Train (above 2 nd class) as per government rule. Certified that I was / I was not treated as Guest my hall at and oldging / lodging only at State expense / at the expense of the Government of India or another organization. An Advance of Rs. was drawn by me for this purpose on and is to be adjusted against the bill. Certified that I stayed from to provided me Board and Lodging at sanctioned tariffs. Countersigned of Authority who approved the journey					111		L	designation	
DEPARTURE Station Date & Time No. of Fares & Kms. ACTUAL EXP. Amount Rs. Ticket No. & REMARKS Time PURPOSE OF JOURNEY AND AUTHORITY: Ticket No. is to be mentioned for journey made by Air / Train (above 2 nd class) as per government rule. Certified that I was / I was not treated as Guest my hall at		(*) - 2.40 (23662000 / 12075-37200			III ADS OF	IOLIDAES	(AND		
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Signature of the Employee & Date					581	P625			The state of the s
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Paid by Cheque No	Paid by Ch	neque No			on	Bank		Dt	
for Rupees only					W 1				

FOR OFFICE USE

		₹ (Rs.)	₹ (Rs.)	
1.	Air / Train Fare, Travel (Local + Abroad), Insurance, Visa, Registration Fee	(10)	(113.)	AUDIT MEMO ATTACHMENT
2.	Travel (Abroad), Accommodation, Food Expenses			Checked and admitted for
3.	Road Travel in Kilometers @ For prepaid taxi ** (** Normal Institute TA Rule be		V20	(Rupee:
4.	Daily allowance claimed for			Objected to
	X Days @ + 135/- per day			Reason for objection
5.	TOTAL : Deduct TA Advance drawn			
	Bill No			
6.	Other Deduction			Senior Auditor
	NET CLAIM :			Schol Additor
l cert rules	ed for ₹ (Rupees ify that the above bill is in accordanc and regulations and is otherwise in c 	e with order and passed	for	Countersigned
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Dealii	ng Assistant	Assistant Regis	strar (A/cs)	Registrar
Pay ₹	(Rupees		·····	2
	ığ.		ď	Deputy Registrar (Drawing Officer)
		OR USE IN CASH	SECTION	
Acqui	tance Payment		Stam	р
Recei	ved payment in cash / cheque no		Signatu	re Cashier