Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram

Dean(SRICCE) Office

Claim for Travelling Allowance

PROJECT No./ Agency		
Name of P.I		
Designation		Pay Level:
Purpose of Journey		

1. Journey details (Air/Train/Bus)

Mode	Departure			Arrival			Amount In Rs.
	Date	Time	Place	Date	Time	Place	

2. Road mileage (Taxi/Auto/Bus/Own Car with Regn Number)

Mode	Date	Time	From	To (Co. & Place)	Distance (Km)	Amount

3. Registration / Poster paid (if any)

Receipt No	Date	Amount

4. Accommodation/Food

Stay Period (No of days)	Bill No./Date	Amount
Food Charges		

I had food for _____ days (From_____ To _____)   Sign of P.I _____

5. Total Amount Claimed   : Rs.   (1+ 2 + 3+4)
    Advance Drawn   : Rs.
    Balance   : Rs.

Certificate

Certified that the tour has been performed as per the approval and the information furnished is true and correct. Approval copy of the tour and necessary bills attached.

Date :   Signature of P.I

The Tour claim verified with tour approval and forwarded to sricce accounts for payment

Fund Availability

Yes / No

Dealing Assistant

Date:

_____

SRICCE ACCOUNTS

Claim	Amount Rs.
1. Journey (Air fare/ Train fare)	
2. Hotel Rent	
3. Road Mileage (local Travel)	
4. Registration Fees/Posters, if any	
5. Daily Allowance	
6. Per diem (Food)	
Total	
Less: Advance Paid (Advance No. adjusted)	
Net Payable	

TA bill for payment for Rs.

AR (Sricce)   IAO