

CLAIM FOR TRAVELLING ALLOWANCE

Name	
ID No and Designation	Pay:
Purpose of Journey	

1. Journey details (Air/Train/Bus)

Mode	Departure			Arrival			Amount in Rs.
	Date	Time	Place	Date	Time	Place	
Total							

2. Road Mileage (Taxi/Auto/Bus)

Mode	Date	Time	From	To	Distance	Amount
Total						

3. Registration/Poster charges paid (if any)

Receipt No.	Date	Amount

4. Accommodation/Food charges

Stay period (No of days)	Bill No./Date	Amount

5. Total Amount Claimed: Rs. _____
 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.

Signature with date

Recommendation by the HoD

Certificate by Library (If applicable):

OFFICE USE

The Tour claim verified with tour approval and forwarded to Accounts section for Payment

DR (Admin.)

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

TA bill for payment for Rs.....

JR (Accounts)

IAO

Registrar