|  | ***Indian Institute of Technology Hyderabad*** Kandi, Sangaredy 502285 |
| --- | --- |



 **Travelling Allowance Bill**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff No. / Roll No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |

Basic Pay Rs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month Institute Account/Project Account No:

Purpose of Journey: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (See instructions for filling the Travelling Allowance Bill on the reverse side.)

1. **TRAVELLING EXPENSES INCURRED**

| Departure | Arrival | Mode of Journey(rail/air/road) | Class | Road (kms) | Flight/Train Ticket No. | Fare(Rs) |
| --- | --- | --- | --- | --- | --- | --- |
| Station | Date | Hour | Station | Date | Hour |
|  |  |  |  |  |  |  |  |  |  |  |
| **(A)** Total Claimed (Rs). |  |

1. **OTHER EXPENSES INCURRED**

*(Accommodation, Food, Porter, Registration Fee, etc.)*

| *S.No.* | *Item of expenditure* | *Amount (Rs.)* | *Cash Bill Details* |
| --- | --- | --- | --- |
|  |  |  |  |
| **(B)** Total Claimed (Rs). |  |

No. of Enclosures: \_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_

Total Amount Admissible (A) : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ (B): Rs. \_\_\_\_\_\_\_\_\_\_\_\_ **Employee/Student/Invitee**

(A+B) : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

(C) Advance Draw : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

Net Claim Admissible (A+B-C) : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

Excess to be paid by IITH : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

Excess to be recovered by IITH : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_

**Dealing Assistant Deputy Registrar (F&A)**



**INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS**

1. Each leg of journey (including local transportation) shall be entered on a fresh line.
2. Duly filled TA Bill shall be submitted within 7 days of completion of journey. Failure to do so, may entail recovery of the advance drawn, if any in a single installment through the next Salary Bill/Scholarship of Employee/Student.
3. Originals of cash Receipts and Tickets should be furnished along with the TA Bill.
4. When journey is performed by road, sea or river, the exact details of the transport vessel shall be furnished.

 ***CERTIFICATE***

 I certify that

 (a). I have actually travelled in the class for which was approved;

(b). I did not perform the road journey for which the mileages have been claimed at the higher rates

 by taking many seats in any public conveyance, excluding steamer which plies regularly for hire

 between two fixed points at fixed rates;

(c). I did not perform any journey free of charge, without payment or incurring only running expenses; and

 in case of hiring a taxi, the hiring of taxi was essential and road mileage was not claimed from any other

 source.

 **Employee/Student/Invitee**

Pay/Recover Rs.\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

 **Dealing Assistant Deputy Registrar(F&A)**



Paid in cash in cheque (No: \_\_\_\_\_\_\_\_\_\_\_ Date :\_\_\_\_\_\_\_\_\_\_\_\_)

Recovered in cash in cheque (No: \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_)

 Date: **Cashier**



 Received cash/cheque No:\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_ for Rs.\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only)

Date: **Employee/Student/Invitee**

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**Bank Name & Branch**

**Bank Account Number**

**IFSC Code**