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.)

A. 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).										

B. 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. _____

PYMT Voucher No.:

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_____o
nly).

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

Bank Name & Branch

Bank Account Number

IFSC Code