

**INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR : 721302
TRAVELLING ALLOWANCE BILL**

Bill No. Vr. No.
 Head of Account Dated
 Name in Full Employee Code no.
 Deptt. / Centre / Section Designation
 Basic Pay : Rs.

PARTICULARS OF JOURNEY AND HALT

DEPARTURE		ARRIVAL		MODE OF JOURNEY			ACTUAL EXP. Amount Rs.	Ticket No. & REMARKS
Station	Date & Time	Station	Date & Time	Air / Rail / Road	Class of Journey	No. of Fares & Kms.		

PURPOSE OF JOURNEY AND AUTHORITY :

- Ticket No. is to be mentioned for journey made by Air / Train (above 2nd class) as per government rule.
- 1. Certified that I was / I was not treated as Guest my halt at and was / was not provided with board and lodging / lodging only at State expense / at the expense of the Government of India or another organization.
- 2. An Advance of Rs. was drawn by me for this purpose on and is to be adjusted against the bill.
- 3. Certified that this claim is not preferred to and paid from any other source.
- 4. Certified that I stayed from to at (Name of Hotel / Establishment) which provided me Board and Lodging at sanctioned tariffs.

Countersigned of Authority who approved the journey

Signature of the Employee & Date

Paid by Cheque No. on Bank Dt.
 for Rupees only

FOR OFFICE USE

		₹ (Rs.)	₹ (Rs.)	
1.	Air / Train Fare, Travel (Local + Abroad), Insurance, Visa, Registration Fee			<p style="text-align: center;">AUDIT MEMO ATTACHMENT</p> <p>Checked and admitted for ₹ (Rupees)</p> <p>Objected to ₹</p> <p>Reason for objection</p> <p style="text-align: right;"><i>Senior Auditor</i></p>
2.	Travel (Abroad), Accommodation, Food Expenses			
3.	Road Travel in Kilometers @ For prepaid taxi ** (* Normal Institute TA Rule be allowed)			
4.	Daily allowance claimed for X Days @ + 135/- per day			
TOTAL :				
5.	Deduct TA Advance drawn Bill No. Date			
6.	Other Deduction			
NET CLAIM :				

Passed for ₹ (Rupees)

I certify that the above bill is in accordance with rules and regulations and is otherwise in order and passed for

₹ (Rupees)

Countersigned

Dealing Assistant

Assistant Registrar (A/cs)

Registrar

Pay ₹ (Rupees)

*Deputy Registrar
(Drawing Officer)*

FOR USE IN CASH SECTION

Acquittance Payment



Received payment in cash / cheque no

Signature

Cashier