**Travelling Allowance Bill**

|  |  |  |
| --- | --- | --- |
|  | A/c holder name: SB Account no: Bank Name: Branch: IFS Code :  |  |
| Date | Departure | Arrival | Mode of Journey | Distance in Kms | Fare paid / ticket no. | Rate per KM | Amount |
| From | Time | To | Time |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Local conveyance if any : |  |  |
| Other expenses if any : |  |  |
| Grand Total |  |

Name : Designation : Purpose of Journey :

Details of Journey (Including to & fro, travel from residence / office & local conveyance)

Certificate

a) Certified that no TA in respect of the journey for the period mentioned in the bill has been or will be claimed by me from any other official source.

Date :

Signature

**(For Official Use Only)**

The above details have been verified and claim may be admitted.

Jr. Supdt. (Accounts / Admin)

Date :

|  |  |  |
| --- | --- | --- |
| 1. Travelling Allowance |  | Rs.  |
| 2. Other Allowances |  | Rs.  |
|  | Total : | Rs.  |

Passed for payment for Rs. (Rupees

 )

Jr. Superintendent (Accounts) Assistant Registrar

Dean / Director

Payee’s Receipt

Received Rs. (Rupees

 ) only towards the claim submitted for

 .

Signature of Claimant