

# Travelling Allowance Bill for Tour

Note : This bill should be prepared in duplicate, one for payment and the other as office copy.

## PART – A

[To be filled by the Government Servant]

<b>1.</b>	<b>Name of Officer / Official</b>	
<b>2.</b>	<b>Designation</b>	
<b>3.</b>	<b>Pay</b>	Rs.
<b>4.</b>	<b>Head Quarter</b>	
<b>5.</b>	<b>Details and Purpose of Journey(s) performed</b>	As under

Departure		Arrival		Mode of travel & Class of Accommodation	Fare Paid Rs.	Distance in Kms.
Date & Time	From	Date & Time	To			
1.	2.	3.	4.	5.	6.	7.
<b>Purpose of Journey Performed</b>						

<b>6.</b>	<b>Mode of Journey</b>		
<b>(i)</b>	<b>Air</b>		
	(a)	Exchange voucher arranged by office	Yes / No
	(b)	Ticket / Exchange voucher arranged by	
<b>(ii)</b>	<b>Rail</b>		
	(a)	Whether travelled by Mail / Express / Ordinary Train ?	Yes / No
	(b)	Whether return tickets available ?	Yes / No
	(c)	If available whether return tickets purchased ? If not state reasons.	Yes / No
<b>(iii)</b>	<b>Road</b>		
Mode of conveyance used i.e. by Government transport, by taking a Taxi, a single seat in a bus or other public conveyance, by sharing with another Government Servant in a car belonging to him/her or to a third person to be specified			

<b>7.</b>	<b>Dates of absence from Place of halt, on account of :</b>	
(a)	Restricted Holiday & Casual Leave	
(b)	Not being actually in camp on Sundays and Holidays	

<b>8.</b>	<b>Dates on which free Boarding and / or Lodging by the State or any organization financed by State Funds :</b>	
(a)	Boarding only	
(b)	Lodging only	
(c)	Boarding and Lodging	

<b>9.</b>	<b>Particulars to be furnished along with Hotel receipts etc, in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariffs :</b>					
<b>Period of Stay</b>		<b>Name of the Hotel</b>	<b>Daily rate of lodging charge</b>	<b>Total Amount Paid</b>		
<b>From</b>	<b>To</b>					



**PART – B**

[ To be filled in the Bill Section ]

The net entitlement on account of Travelling Allowance works out to Rs. \_\_\_\_\_ as detailed below : (Amount in Rs.)

(a)	Railway / Air / Bus / Steamer Fare	
(b)	Road mileage for _____ kms @ _____ per km.	

(c) Daily Allowance						
Date	Time		Hrs./Min.	Stay / Journey	Rate of D.A.	
	From	To				

(d)	Actual Expenses :		
	Auto/Taxi/Other		

(e)	Gross Amount	
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(f)	Less : Amount of T.A. Advance if any drawn vide Voucher No. _____ dated _____.	
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(g)	Net Amount	
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**The Expenditure is debitable to T. A. Account.**

<b>Remarks :</b>     
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**Signature of Drawing & Disbursing Officer**

<b>Passed for Payment of Rs. _____ only.</b>
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**Signature of the Controlling Officer**