

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

[G.A.R. 14 (Rule) 66(1) & 90(1)(1)]

(Sub-Bill Number)

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 up by Government Servant)

1. Name :
2. Designation :
3. Pay :
4. New Delhi
5. Details and purpose of Journey (A) performed :

Departure		Arrival		Mode of Travel and Class of Accommodation	Fare Paid (in Rs.)	Distance for road mileage	Duration of half		Purpose of Journey
Date & Time	From	Date & Time	To				Days	Hrs.	
Total =									

6. Mode of Journey :

(i) Air

- (a) Exchange voucher arranged by office Yes / No
- (b) Ticket/Exchange voucher arranged by

(ii) Rail

- (a) Whether travelled by Mail/Express/Ordinary Train ? Yes / No
- (b) Whether return ticket available ?
- (c) If available, whether return ticket purchased ?
If not, state reasons.

(iii) Road

- (a) Mode of conveyance used i.e. by Govt. Transport
- (b) By taking a Taxi, single seat in a bus or other public conveyance
- (c) By sharing with another Govt. Servant in Car belonging to him or to a third person to be

7. Date of absence from place of halt on account of

- (a) R.H. and C.L.
- (b) Not being actually in camp on Sunday and holidays

8. Dates on which free board and/or lodging provided by the state or any organization financed by State funds :

- (a) Board only;
- (b) Lodging only;
- (c) Board and lodging.

9. Particulars to be furnished alongwith Hotel Receipt 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.

Period of Stay		Name of Hotel	Daily rate of lodging charged	Total amount paid
From	To			

: 3 :

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled was used.

Date	Name of places		Mode of conveyance used	Class to which entitled	Class in which travelled	Fare of the entitled class	
	From	To				Rs.	P.

If the journey(s) higher class accommodation has been performed with the approval of the Competent Authority, No. and Date of the Sanction may be quoted.

11. Details of Journey(s) performed by Road between places connected by Rail

Date	Name of the place		Fare paid (in Rs.)
	From	To	

12. Amount of TA advance if any drawn

Certified that the information as given above, is true to the best of my knowledge and belief.

Signature of the Travelling Officer

Date :

Signature of the Controlling Officer

: 4 :

PART – B (To be filled in the Bill Section)

The net entitlement on account of traveling allowance works out to Rs. _____ as detailed below :

- (a) Railway/air/bus/steamer fare Rs. _____
(b) Road mileage for _____ KMs @ Rs. _____ per KM
(c) Daily allowance
i. _____ days @ Rs. _____ per day
ii. _____ days @ Rs. _____ per day
iii. _____ days @ Rs. _____ per day
iv. _____ days @ Rs. _____ per day
(d) Actual expenses Rs. _____

Gross amount Rs. _____

- (e) Less amount of TA advance if any, drawn vide Voucher No. _____ dt. ____/____/____ Rs. _____
Net amount Rs. _____

Passed for payment of Rs. _____ (Rupees _____)

Accountant

Admn. Officer (Finance)

Drawing & Disbursing Officer

ACKNOWLEDGEMENT

Received a sum of Rs. _____ (Rupees _____) only