

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
Travelling Allowance Bill

Name (in Block letters):.....
Designation:.....
Address:.....

Pay: D.A.:.....
Total Rs.:.....

(Employment No.)

Particulars of Journey						Journey by Rail/Road/Air			Details of D.A.			Local Journey				Purpose of Journey
Departure			Arrival			Mode of Journey	Class	Fare	Date	Rate	Amount Rs.	From	To	Distance in km	Amount Rs.	
Station	Date	Time	Station	Date	Time			Rs./P.								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
																18. Remarks if any
<div><div><div>1. I certify that I have not drawn TA & DA in this connection from any other source. The payment is actually due and is being charged for the first time.</div><div>2. I certify that I have actually travelled in the class for which I am charging Railway / Air fare as paid by me.</div><div>3. I certify that I did not avail of free boarding and lodging facilities at the out station.</div><div>4. Onward journey will be performed as claimed.</div><div>5. Certified that I have traveled by Taxi No..... having valid taxi papers as specified in para 7 of Notification No. IITR/Gen/A-207(Taxi)2006/1590 dated 29th November 2006.</div></div><div>Signature of claimant</div></div> <div><div><div>1. Sum of totals in column: Rs..... 9,12 and 16</div><div>2. Advance, if any: Rs.....</div><div>3. Net claim Rs.....</div></div><div><div>Revenue Stamp</div><div>Signature of Claimant</div><div>Claim Verified</div><div>Signature of verifying Officer</div></div><div>COUNTERSIGNED</div><div>Controlling Officer</div></div> <div><div>For Office use only</div><div>Pay Rs.....</div><div>Rs. (in words).....</div><div>Debit to.....</div><div><div>Supdt. (Bills)</div><div>D.R.(A&A)/ A.R.(A&A)</div><div>Dean(F&P)</div></div></div>																