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| **INDIAN INSTITUTE OF TECHNOLOGY ROORKEE** |
| **TRAVELLING ALLOWANCE BILL** |
| Name: |  | **Travel from (Pl tick appropriate box)** | Basic Pay:  | Rs. |
| Employee No. |  | Project | Deptt Travel Budget | PDA | Level: |   |
| Designation |  | GATE | Any other source (Pl specify): | Mobile/Phone no. |  |
| Address/ Department |  | JEE | Budget/Account booking code |  |
| **Particulars of Journey:** |
| **Departure** | **Arrival** | **Journey by Rail/Road/ Air** | **Expenditure** |
| Place/ Station | Date | Time | Place/ Station | Date | Time | Mode of journey | Class of Journey | No. of tickets | Distance (in Kms) | Actual Amount of fare (with taxes) (Rs) | DA/ Food Bill (Rs) | Hotel charges (with GST) (Rs) |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
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|
| **A.**Total expenditure incurred:(11+12+13): Rs: |   |  | **Purpose of Journey**  |
| **B.** Advance drawn: Rs: |   |  |   |  |  |  |   |
| (+/-) **C.** Payment/ Refund: Rs: |   |   |   |   |   |   |   |
|   It is certified that the payment is actually due and is being charged for the first time. Further, no free boarding and lodging facilities availed.  |
|   |  | **Signature of the claimant ………………………………** |
| **For Department use only** |  | **For office use in Finance/ SRIC/ JEE/GATE/ Any other** |
| **Passing authority (Please tick) ** |  **Finance / SRIC / JEE/ GATE/ Any other**  |  | Pay (in figure) Rs……………………………………....…...….………..……… |
| Claim Amount Rs………………………………………………………………….……..…… |  | Pay (in words) Rupees…………...………………………….………..………… |
| Amount (in words ) ………………………………………………………………..……….…. |  |
| Debit to (Account Booking Code)…………………...……………………...…………….… |  | Debit to (Account Booking Code)………………………………..……...…… |
|   |  |  |  |  |  |   |  |   |
| **OS (Dept)** | **Verifying Authority** | **Controlling Officer** |  | **DA** | **OS (Bill)** | **AR (F&A)** | **FO** |