|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | |
|  |  |  |  |  | | |  | |  | |  | | |  | |  |  | |  | | |  | |
|
|
|
| **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** | |