



Traveling Allowance bill for Tour/Seminar/Meeting etc.

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

PART – A (To be filled up by University Employee)

1.	Name of University Employee								
2.	Designation								
3.	Basic Pay, GP & NPA								
4.	Head Quarters				GGSIPU, Sector-16C, Dwarka, New Delhi				
5.	Details and purpose of journey (s) performed								
Departure		Arrival		Mode of Travel & class of accommoda tion used	Fair Paid	Distance in Kms for road mileage	Duration of Halt	Purpose of Journey	
Date & Time	From m	Date & Time	From						
1	2	3	4	5	6	7	8	9	
6.	Date of absence from place of halt on account of (a) R.H. and C.L. (b) Not being actually in camp, training, seminar etc. on Sundays and holidays								

7.	Particulars to be furnished along with hotel receipts, etc., in cases where D.A. is claimed for stay in hotel / other establishments providing board and / or lodging at scheduled tariffs/complimentary.					
S.No.	Period of Stay		Name of the hotel	Daily rate of lodging charged in Rs.	Food Bill of any supported with receipt	Total amount Paid Rs.
	From	To				
1.						
2.						
3.						
4.						
5.						
8.	Amount of T.A. advance, if any, drawn			Rs.		

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

Date _____ ()
Signature of Employee

CERTIFICATE

1. Certified that I was neither allowed free transit by Rail under free pass nor otherwise provided with means of communication at expense of the state or Local Bodies journey for which T.A. has been claimed in this bill.
2. Certified that I actually traveled by the class for which T.A. has been claimed in this bill.
3. Certified that I was actually constructively remained camp/seminar/training on Sundays and holidays for which daily allowance in claimed.
4. Certified that I was not absent on Casual Leave during the period for which daily allowance has been claimed.
5. Certified that I incurred running expenses in a car for which claimed in this bill for journey.
6. Certified that the road journeys for which kilometer has been claimed at the higher rates was performed by my own car in the public interest documentary evidence in its report is enclosed with this claim.
7. Certified that the road journeys for which mileage is claimed were performed by road but were charge by rail. The Number of kilometers actually traveled by road being.....

Signature of claimant

PART – B Calculation Sheet (to be prepared by Accounts Department)

1. The net entitlement on account of Traveling Allowance works out to Rs. _____ as detailed below in respect of Sh./Smt./Ms. _____ Designation _____ on account of traveling from _____ to _____ in connection with _____.

(a) Railway/Air/Bus/Steamer fare Rs. _____

(b) Road Mileage for _____ Kms.
@ _____ per/kms.

(c) Accommodation Charges.
_____ day @ Rs. _____ per day.

(d) Food Bills

(e) Actual expenses Rs. _____

Gross Amount Rs. _____

(f) Less amount of T.A. advance, if any Rs. _____

Net Amount Rs. _____

This is certified that all the supporting voucher, sanction of competent authority to perform the journey is available with the claim under process.

Initial of Bill Check

A.A.O.

F.O.

COF/Registrar