

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?

(b) Whether return tickets available?

Yes/No

(c) If available whether return tickets purchased? If not state reasons.

(III) Road

Mode of conveyance used i.e. by Govt. Transport/by taking taxi a single seat in a bus, or other public conveyance / by sharing with another Govt. servant in a car belonging to him or to a third person to be specified.

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

(a) R.H. and C.L.

(b) Not being actually in camp on Sundays and holidays

8. Dates on which free board and or lodging provided by the state or organisation financed by State funds: -

1. Board only

2. Lodging only

3. Board and lodging

9. Particulars to be furnished along with hotel receipts etc. in cases, where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and or lodging at scheduled tarrifs

Period of stay		Name of Hotel 2	Daily rate of lodging charged 3	Total amount paid 4
From	To			

10. Particulars of journey (s) for which higher class of accommodation than the one to which the Govt. Servant is Entitled was used: -

Date 1	Name of Place		Mode of conveyance used 4	Class of which entitled 5	Class of travelled 6	Fare of the entitled class 7
	From 2	To 3				

If the journey(s) by higher class of 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 place connected by rail: -

Date 1	Name of places		Fare paid (Rs.) 4
	From 2	To 3	

12. Amount of T. A. Advance, if any, drawn

Rs.

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

Date

Signature of the Govt.

Part -B (To be filled by the Bill Section)

The net entitlement on account of Travelling Allowance works out to Rs.-----

(Rupees-----) as detailed below

(a) Railways/Air /Bus/Steamer fares

(b) Road mileage for----- Kms. @ -----Paise/Km.

(C) Daily Allowance:

(i) ----- Day @ Rs. -----Per day.

(ii) ----- Day @ Rs. -----per day.

(iii) ----- Day @ Rs.----- per day.

(d) Hotel charges -----

(e) Food charges -----

(f) Other charges -----

(g) Actual expenses-----

Net Amount

(h) Less amount of advance of T.A., if any, drawn-vide

Voucher No.

Date -----

Net Amount

Rs.	p.

2. The expenditure is debit able to

Initials of Bill clerk

Countersigned

Signature of Drawing & Disbursing officer

Signature of the Controlling Officer