



Indian Institute of Technology, Kanpur
Office of Outreach Activities
Travelling Allowance Bill

Date:

Name: _____ PF No.: _____ Account No: IITK/ _____

Designation _____ Department: _____ Basic pay/Scholarship: ` _____ per Month

Purpose of Journey: _____

(Instructions are given on the reverse side. In case of LTC, give details of family members on the reverse.)

Particulars of Journey and Halts

Departure			Arrival			Mode of Journey	Class	Road Kms	Fare (₹)	Detail of flight Train & Ticket no.
Station	Date	Hour	Station	Date	Hour					
							Total			

Summary of the claim submitted:

Hospitality: Availed on days & Not availed days

(1) Total Fare: ` (2) Road Kms.....`= `.....

(3) Daily Allowance: No. of day's@ ` per Day = `.....

(4) Honorarium, if any:= `.....

(4) Other actual expenses incurred:.....= `.....

(Furnish details on the reverse and attaché the documents)

Total Claim (1+2+3+4+5)= `.....

Advance Drawn = `..... Advance Ref. No.: Adv Issue Dt.....

Net Claim Payable/Refundable (+/-)= `.....

(Certified that all parts of the journey have been performed in accordance to the CERTIFICATE (on the reverse side).

No. of Enclosures:.....

Signature of the applicant	Course Coordinator
-----------------------------------	---------------------------

Passed for Payment/Refund `:

Assistant	**Jr. Assit. / Supdt.
------------------	------------------------------

Recommended / Approved
PIC, OOA

Details of Other Expenses:

Sr. No.	Particulars	Amount (₹)	Document Attached
Total			

INSTURCTION FOR PREPARING TRAVELLING ALLOWANCE BILLS

1. Journeys of different kinds and halts should not be entered on the same line.
2. Bill must be prepared properly and submitted within 15 days of completion of journey. Failure to do so may entail recovery of advance, if any drawn, in a single installment, through the salary bill submitted thereafter.
3. Money Receipts/ Tickets numbers should be furnished along with the TA bill
4. When the first item of a traveling allowance bill is a halt, the date of commencement of halt should be Stated in the last column.
5. Hotel bills should invariably be enclosed when DA is claimed at Hotel rates
6. A Certificate of attendance given by the court or authority should be attached to the bill, if traveling allowance is drawn for attending a court under Summons or otherwise.
7. Journey by air should be as per govt rules or approval should be taken before start the journey from authority.

CERTIFICATE

Certified that I actually traveled in the class to which I am entitled. It is also certified that I did not perform the road journeys for which the mileages have been claimed at the higher rates by taking a single seat in any public conveyance excluding steamer which plies regularly for heir as prescribed in (SR.46) between two fixed points as the fixed rates. It is also certified that I did not perform the journey free of charges or without payment or incurring in running expenses. In case of hiring taxi, it is also certified the hiring of taxi was essential and road mileage is not claimed from any other source.

- Traveling by road includes traveling by sea or river in a steam launch or in any vessel other than a steamer and traveling by canal.(This particular kind should be specified in the bill)
- In case where the steamer company has two rates of fare, one inclusive of diet, the “fare” should be held to mean “fare exclusive of diet”

1	Account Holder Name	
2	Account No.	
3	Bank Name	
4	Branch	
5	IFSC Code	
6	PAN Number	

Date:.....

Signature:.....