



Indian Institute of Technology, Kanpur Travelling Allowance Bill

Date:

Institute A/C/CPDA :	Project No:
Name:	PF/Roll No:
Designation:	Department:
Pay Band & Grade Pay:	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

Date		Time		Station		Mode and Class	Road Kms	Fare Rs.	Tkt./ Bill Nos. Encl
Dep.	Arr.	Dep.	Arr.	Dep.	Arr.				
Total									

Summary of the claim submitted:

1.	Total Travel cost		
2.	Road Kms		
3.	DA for the No. of days, hospitality availed		
4.	DA for the No. of days, hospitality not availed		
5.	Other Expenses, if any: (Encl. the list)		
6.	Grand Total:		
7.	Less Advance, if any:		
8.	Net claim: Payable/Refundable (+/-)		

Certified that all parts of the journey have been performed in accordance with the bills & the tickets enclosed and the claim is as per the Institute rules prescribed from time to time and mentioned overleaf.

No. of Enclosures:

Date:

Signature of the applicant	Forwarding Authority
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Recommended / Approved
PI / HoD / Dean / Registrar / Dy. Director / Director

Passed for Payment:

Assistant / Supdt.	Dy. Registrar(R&D)	Dy Registrar (F&A)
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Cash / Cheque Section:

Voucher No. & Dt:	Cash Paid	Cash Received Rs:
SR No. & Dt:	Cashier	Claimant

Details of Family Members (In case of Leave Travel Concession (LTC) or Home Town Concession)

Sl. No.	Name	Date of Birth	Age	Relationship
1				
2				
3				
4				
5				

Details of Other Actual Expenses

Sl. No.	Particulars	Amount (Rs.)	Documents Attached
1			
2			
3			
4			
5			

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS

1. Journeys of different kinds and halts should not be entered on the same line.
2. Bill must be properly prepared and submitted within 7 days of completion of journey. Failure to do so may entail recovery of advance, if any drawn, in a single instalment, through the salary bill submitted thereafter.
3. Money Receipts/Ticket numbers should be furnished along with the T.A. Bill.
4. When the first item of a travelling 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 D.A. is claimed at Hotel rates.
6. A certificate of attendance given by the court or authority should be attached to the bill, if travelling allowance is drawn for attending a Court under Summons or otherwise.

CERTIFICATE

Certified that I actually travelled 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 (SA. 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

- Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling 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".

Date.....

Signature: