



**JAWAHARLAL NEHRU CENTRE FOR ADVANCED SCIENTIFIC RESEARCH
JAKKUR P.O., BANGALORE : 560 064.**

FORM – ES / 06

TRAVELLING / DAILY ALLOWANCE BILL ON OFFICIAL TOUR

No. – JNC/.....

Date – /..... /20.....

Staff Student Expert/Examiner/Guest Member of Council/FC/BWC/AAC

Name – Prof./Dr./Mr./Ms. S. Code – Debit Head -

Unit/Office – Designation – GP/AGP – Rs.

Travelling Authorization Ref. No. – JNC/AO/....., Date - / / 20 .

PART – A : TRAVELLING ALLOWANCE

FROM			TO			Mode of Travel	Class of Travel	Fare Expense	Ticket / PNR No.*
Date	Time	Place	Date	Time	Place				
Upward Journey									
Return Journey									

PART – B : DAILY ALLOWANCE*

Date	Hotel/GH Charges*	Food Bill	Local Transport	Date	Hotel/GH Charges*	Food Bill	Local Transport

PART – C : OTHER CLAIMS

Booking Exp.		Cancellation Fee		Registration Fee		Misc. Exp.	
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I, Prof./Dr./Mr./Ms. hereby declare that the claims made above are based on the actual amount spent by me and have not been claimed by me and/or paid to me from any other source.

The Air ticket was booked on in the cheapest available flight [please ✓ if applicable.]

An advance of Rs. was drawn by me vide Bill No. may be adjusted against this claim.

Forwarded [to Accounts Office].

.....
Signature of the HoU/HoO

.....
Signature of the Claimant

* N.B. – Please enclose original Air/Railway [III AC & above] ticket, Boarding Pass, Receipt for Hotel/GH charges, documents in support of other claims.

FOR OFFICIAL USE ONLY

#	HEAD OF EXPENSE	ADMITTED BY ACCOUNTS OFFICE
1	Centre Travel Grant	
a	Road mileage	
b	Air/Ship/Train/Bus Fare	
c	Booking/Canc. Expenses	
d	Lodging Expenses	
e	Boarding Exp. / Food Bills	
f	Local Transportation Exp.	
	Total of 1	
2	Staff Training	
3	Honorarium / Sitting Fees	
4	Other	
	Grand Total	
5	Less: Advance	
	Payable (Recoverable)	

Under Rs. (Rupees

 only).

Acct. Asst. Jr. Acct. Officer Accounts Officer

Passed for Rs. (Rupees

 only).

Administrative Officer / President

Acct. Asst.
 Please process the payment as passed above by the competent authority through RTGS/NEFT /ECS/Account Payee Cheque.

Jr. Acct. Officer

Paid through RTGS/NEFT/ECS/Ch. vide batch No.
 for Rs. dated –/...../20.....

Acct. Asst. Jr. Acct. Officer Accounts Officer

Received payment by CHEQUE as mentioned above (if receiver is receiving the payment through cheque).

Signature of the Receiver

Bank details for online fund transfer through NEFT / RTGS.
 Name of the Claimant (as per the bank account) :
 Account No. :, IFSC :, MICR :
 Bank Name, Branch & Address :
 PAN :, Other information if any :

Signature of the Claimant