

## TRAVELLING ALLOWANCE BILL

Full Name ..... Unit ..... Date .....

Travelling Authorization Ref. No. – JNC/

, 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\***

[illegible]

## PART – C : OTHER CLAIMS

Booking Exp.		Cancellation Fee		Registration Fee		Misc. Exp.	
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## 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 :

I, 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.]

**Forwarded** [to Accounts Office]

**For Academic office use only**

S.R. No.: .....

Degree registered for .....

Date of degree registration .....

Signature of the HoU/HoO

Signature of DCOE

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
<b>1</b>	<b>Centre Travel Grant</b>	
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.	
	<b>Total of 1</b>	
<b>2</b>	<b>Staff Training</b>	
<b>3</b>	<b>Honorarium / Sitting Fees</b>	
<b>4</b>	<b>Other</b>	
	<b>Grand Total</b>	
<b>5</b>	<b>Less: Advance</b>	
	<b>Payable (Recoverable)</b>	

Under Rs. .... ( Rupees .....  
 .....  
 .....only).

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**Acct. Asst. Jr. Acct. Officer Accounts Officer**

Passed for Rs. .... ( Rupees .....  
 .....  
 ..... only).

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**Administrative Officer / President**

Acct. Asst.

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

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**Jr. Acct. Officer**

Paid through RTGS/NEFT/ECS/Ch. vide batch No.

..... for Rs. .... dated – ...../...../20.....

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**Acct. Asst. Jr. Acct. Officer Accounts Officer**