

Sub-Bill No. \_\_\_\_\_

**Travelling Allowance Bill for Tour**

Note: This bill should be prepared in duplicate, one for payment and the other as office copy.

**PART A (To be filled by Government Servant)**

1. Name:
2. Designation:
3. Pay:
4. Headquarters:
5. Details and purpose of journey(s) performed \_\_\_\_\_

Departure		Arrival		Mode of travel & class of accomodation	Fare Paid	Distanc e In Kms. for road mileage	Duratio n of halt	Purpose of Journey
Date & time	From	Date & time	To					

6. Mode of journey:-

- (1) Air
- (a) Exchange voucher arranged by office No
- (b) Ticket/Exchange voucher arranged by ---

(2) Rail

- (a) Whether travelled by Mail/Express/Ordinary train?
- (b) Whether return tickets available?
- (c) If available whether return tickets purchased?

(3) Road

Mode of conveyance used i.e. by Government transport/by taking a Taxi /a single seat in a bus or other public conveyance/by sharing with another Government 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. Date on which free board and/or lodging provided by State or any organization financed by State funds.

- (a) Board only
- (b) Lodging only
- (c) Board and lodging

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

Period of Stay		Name of the Hotel	Daily rate of Lodging charged	Total amount Paid
From	To			

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used.

Date	Name of places		Mode of Conveyance Used	Class to which entitled	Class in which travelled	Fare of the entitled class
	From	To				

If journey(s) by higher class of accommodation has been performed with the approval of the competent authority, number and date of the sanction may be quoted.

11. Details of journey(s) performed by road between places sanctioned by rail.

Date	Name of places		Fare paid	
	From	To		

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.

.....  
Signature of Government Servant

Date.....

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

The net entitlement on account of traveling allowance works out to Rs..... as detailed below:-

(a)	Railway/Air/Bus/Steamer fare	Rs._____
(b)	Road mileage for _____ kms. @ Rs._____ p/km.	Rs._____
(c)	Daily allowance:	
	1. _____ days @ Rs._____ per day	Rs._____
	2. _____ days @ Rs._____ per day	Rs._____
	3. _____ days @ Rs._____ per day	Rs._____
(d)	Actual expenses	Rs._____
	Gross Amount	Rs._____
(e)	Less amount of T.A. advance, if any drawn vide Voucher No._____ dated_____	Rs._____
	Net Amount	Rs._____

2. The expenditure is debitable to \_\_\_\_\_.

Initials of bill clerk

Signature of Drawing & Disbursing Officer  
Countersigned

Signature of Controlling Officer