



: NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR:
MAHATMA GANDHI AVENUE, DURGAPUR -713209, WEST BENGAL, INDIA
FORM FOR DRAWL of TRAVELLING ALLOWANCE & DAILY ALLOWANCE

Name : _____

Designation & Address : _____

Pay in the Pay Band & Grade Pay : _____

Purpose of Journey : _____

PARTICULARS OF JOURNEY AND HALTS					MODE OF JOURNEY						
DEPARTURE		ARRIVAL			ROAD		RAIL		AIR		
STATION	DATE	TIME	STATION	DATE	TIME	CLASS	FARE (Rs.)	CLASS	FARE (Rs.)	CLASS	FARE (Rs.)
						DISTANCE (KM)		DISTANCE (KM)		DISTANCE (KM)	
TOTAL											
TOTAL											

CERTIFICATION:-

1. Certified that I have traveled by Class and the tickets Nos. is
2. Certified that I have traveled by Rented Car for which the Road mileage is claimed at TAXI rate for the reason
3. Certified that I stayed from to at which Provided boarding / Lodging at (Scheduled tariffs / Hotel Bills attached)

Signature of the member who traveled with date

P.T.O.

NAME OF THE BANK:

NAME OF THE BANK BRANCH:

BANK ACCOUNT NO. :
BANK IFS CODE NO. :

PARTICULARS		AMOUNT (in Rs.)	FOR USE IN THE ACCOUNTS SECTION	
ROADWAYS FARE / MILEAGE KM AT THE RATE RS. KM			BILL NO.	DATED
RAILWAYS FARE			Pay Rs. (RUPEES) ONLY
AIRWAYS FARE		 ONLY	
HOTEL ACCOMMODATION			DEBIT TO :	
FOOD BILL			OUT OF :	
REMUNERATION TO EXPERT			Dealing Assistant	
ACTUAL EXPENSES			Dy. Registrar (Accounts) / Registrar	
LESS (ADVANCE IF ANY)			FOR USE IN THE CASH SECTION	
OTHER DEDUCTION (IF ANY)			DRAWN VIDE CHEQUE NO. DATED	
NET CLAIM			FOR RS. (RUPEES) ONLY	
(RUPEES)			Dealing Assistant	
SIGNATURE OF THE FORWARDING AUTHORITY			Dy. Registrar (Accounts) / Registrar	
			RECEIVED THE PAYMENT IN FULL	
			SIGNATURE OF THE MEMBER WHO TRAVELLED	
			Voucher No.	
			Cash Book Folio No.	
			CASHIER	