

**SPONSORED RESEARCH & CONSULTANCY CELL
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

TRAVELLING ALLOWANCE BILL

Project Code: Approval No.:
 Bill No. Vr. No.
 Head of Account: Dated:
 Name in full:..... Employee Code No.:.....
 Dept./Centre/Section: Designation:.....
 Basic Pay: Rs. Grade Pay: Rs. Bank A/c

PARTICULARS OF JOURNEY AND HALT

Departure		Arrival		Mode of Journey			Actual Exp. Amount (Rs.)	Ticket No. & Remarks
Station	Date & Time	Station	Date & Time	Air / Rail / Road	Class of journey	No. of Fares & Kms.		

*Ticket No. is to be mentioned for journey made by Air/Train (above 2nd class) as per government rule.

PURPOSE OF JOURNEY AND AUTHORITY:

- 1.Certified that I was / I was not treated as Guest during my halt at and was / was not provided with board and lodging / lodging only at State expense / at the expense of the Government of India or another organization.
- 2.An Advance of Rs..... was drawn by me for this purpose on.....and is to be adjusted against the bill.
- 3.Certified that this claim is not referred to and paid from any other source.
- 4.Certified that I stayed from to at Establishment) which provided me Board and Lodging at sanctioned tariffs. (Name of Hotel /

FORWARDED

Signature of HOD / HOC / HOS / PI

Signature of the employee & Date

FOR OFFICE USE ONLY

	Rs.	Rs.	
1. Air / Train Fare			AUDIT MEMO ENHANCEMENT
2. Road Travel in kilometers @for prepaid taxi** (* Normal Institute TA Rule be allowed)			Checked and admitted for Rs. (Rupeesonly) ... Objected to Rs.
3. Daily allowance claimed for days @per day			Reason for objection
TOTAL:	-----	-----

Rupees

I certify that the above bill is in accordance with rules and regulations and is otherwise in order and passed for Rs. (Rupees)

Drawing Officer

Asst. Registrar (SR&C)

Dean (R&C)

Pay Rs.

(Rupees.....)

Asst. Registrar (SR&C)

FOR USE IN SRCC ONLY

Acquaintance payment

Stamp

Received payment in Cash / Cheque No.