TRAVELLING ALLOWANCE BILL FOR TOUR

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

**Part – A (To be filled up by Government Servant)**

1. Name..........................................................................................................................................

2. Designation.....................................................................................................................................

3. Pay............................................................................................................................................... 

4. Headquarters...................................................................................................................................

5. Detailed and purpose of journey(s) performed:

<table>
<thead>
<tr>
<th>Departure Date and time 1</th>
<th>Arrival From 2</th>
<th>Date and time 3</th>
<th>To 4</th>
<th>Mode of travel and class of accommodation 5</th>
<th>Fare Paid 6</th>
<th>Distance in Kms. for road mileage 7</th>
<th>Duration of halt Days Hours 8</th>
<th>Purpose of journey 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure</td>
<td>Arrival</td>
<td>Mode of travel and class of accommodation</td>
<td>Fare Paid</td>
<td>Distance in Kms. for road mileage</td>
<td>Duration of halt</td>
<td>Purpose of journey</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Date and time</td>
<td>From</td>
<td>Date and time</td>
<td>To</td>
<td>Days Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Mode of journey: -

(i) Air: -

(a) Exchange voucher arranged by office

Yes/No.

(b) Ticket/Exchange voucher arranged by.........................

(ii) Rail: -

(a) Whether traveled by mail/express/ordinary train?
(b) Whether return tickets available?
   Yes/No.

(c) If available, whether return ticket purchased?
   If not, state reason.

(iii) Road: -
   Mode of conveyance used
   i.e. by Govt. transport/by
   taking a taxi, a single seat
   in a bus or other public
   conveyance by sharing with
   another Govt. servant in a
   car belonging to him or to a
   third person to be specified.

7. Dates of absence from
   place of half on
   account of: -
   (a) R.H. and C.L.
   (b) Not being actually in camp on
       Sundays and Holidays

8. Dates on which free board
   and/or lodging
   provided by State or any
   organization
   financed by State funds: -
   (a) Board only
   (b) Lodging only
   (C) Boarding and Lodging
9. Particulars to be furnished along with hotel receipts etc. in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at schedule tariffs:

<table>
<thead>
<tr>
<th>Period of stay</th>
<th>Name of the Hotel</th>
<th>Daily rate of lodging charged</th>
<th>Total amount paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government Servant is entitled was used.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of places</th>
<th>Mode of conveyance used</th>
<th>Class to which entitled</th>
<th>Class by which traveled</th>
<th>Fare of the entitled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From To</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE: - If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted.
11. Details of journey(s) performed by road between places connected by rail.

<table>
<thead>
<tr>
<th>Date</th>
<th>From</th>
<th>To</th>
<th>Fare paid p.</th>
</tr>
</thead>
</table>

12. Amount of Traveling Allowance, Advance if any, drawn………………………….………………………….

Date………………………

Signature of the Government Servant.

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

1. The net entitlement of traveling allowance works out to `………………….. as detailed below: -

   (a) Railways/Air/Bus/Steamer fare: `………………………………..
(b) Road mileage for………………………….Kms. @
`…………………………..P/Km.

(c) Daily Allowance

   (i)………………………………….days @
`………………………………..Per day.

   (ii)………………………………….days @
`………………………………..Per day.

   (iii).………………………………….days @
`………………………………..Per day.

(d) Actual expenses

   `…………………………..
   `…………………………..
   `…………………………..

Gross Amount `…………………………..

(e) Less amount of T.A advance if any, drawn vide Voucher
No………………date………………

Net Amount `…………………………..

2. The expenditure is debitable to……………………………………

Initials of bill clerk.    Signature of D.D.O.
Countersigned

Signature of the Controlling officer

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