

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
Travelling Allowance Bill

Name and address:
Dept. HYDROLOGY
IIT Roorkee

(Emp. No.)

Pay:
Total Rs.

Grade Pay:

<i>Particulars of Journey</i>						<i>Mode of Journey</i>	<i>Journey by Rail/Road/Air</i>			<i>Local Journey</i>			14. Number of days for which DA is claimed: =		
<i>Departure</i>			<i>Arrival</i>				<i>Class</i>	<i>Fare</i>		<i>From</i>	<i>To</i>	<i>Distance in km</i>		<i>Amount Rs.</i>	15. Purpose of Journey with dates:
<i>Station</i>	<i>Date</i>	<i>Local Time (Hrs)</i>	<i>Station</i>	<i>Date</i>	<i>Local Time (Hrs)</i>			<i>Rs.</i>							
1	2	3	4	5	6	7	8	9	10	11	12	13	16. Remarks if any:		
<p>1. I certify that I have not drawn TA & DA in this connection from any other source. The payment is actually due and is being charged for the first time.</p> <p>2. I certify that I have actually travelled in the class for which I am charging Railway / Air fare as paid by me.</p> <p>3. I certify that I did not avail of free boarding and lodging facilities at the out station.</p> <p>4. Onward journey will be performed as claimed.</p>						<p>1. Sum of totals in column: 9,13 & 14</p> <p>2. Advance, if any: Rs.</p> <p>3. Net claim Rs.</p>						<p>For Office use only</p> <p>Pay Rs.</p> <p>Rs. (in words)</p> <p>Debit to</p>			
Signature of claimant						Signature of claimant		Signature of verifying Officer		Controlling Officer			<p>O.S. (Bills) A.R.(F)/A.A.O. C.A.O.</p>		