

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

TRAVELLING ALLOWANCE BILL

Name:		Travel from (Pl tick appropriate box)			Basic Pay:	Rs.
Employee No.		Project	Deptt Travel Budget	PDA	Level:	
Designation		GATE	Any other source (Pl specify):		Mobile/Phone no.	
Address/ Department		JEE			Budget/Account booking code	

Particulars of Journey:

Departure			Arrival			Journey by Rail/Road/ Air				Expenditure		
Place/ Station	Date	Time	Place/ Station	Date	Time	Mode of journey	Class of Journey	No. of tickets	Distance (in Kms)	Actual Amount of fare (with taxes) (Rs)	DA/ Food Bill (Rs)	Hotel charges (with GST) (Rs)
1	2	3	4	5	6	7	8	9	10	11	12	13

A. Total expenditure incurred:(11+12+13): Rs:			Purpose of Journey
B. Advance drawn: Rs:			
(+/-) C. Payment/ Refund: Rs:			

It is certified that the payment is actually due and is being charged for the first time. Further, no free boarding and lodging facilities availed.

Signature of the claimant

For Department use only

Passing authority (Please tick) ✓ Finance / SRIC / JEE/ GATE/ Any other
 Claim Amount Rs.....
 Amount (in words)
 Debit to (Account Booking Code).....

For office use in Finance/ SRIC/ JEE/ GATE/ Any other

Pay (in figure) Rs.....
 Pay (in words) Rupees.....
 Debit to (Account Booking Code).....

OS (Dept)	Verifying Authority	Controlling Officer		DA	OS (Bill)	AR (F&A)	FO
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