

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**  
**TRAVELLING ALLOWANCE BILL**

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

**Particulars of Journey:**

<b>Departure</b>			<b>Arrival</b>			<b>Journey by Rail/Road/ Air</b>				<b>Expenditure</b>			
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	
<b>A.</b> Total expenditure incurred:(11+12+13): Rs:								<b>Purpose of Journey</b>					
<b>B.</b> Advance drawn: Rs:													
<b>C.</b> 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.

<b>Signature of the claimant .....</b>						
<p><b>For Department use only</b></p> <p><b>Passing authority (Please tick) ✓    Finance / SRIC / JEE/ GATE/ Any other</b></p> <p>Claim Amount Rs.....</p> <p>Amount (in words ) .....</p> <p>Debit to (Account Booking Code).....</p>				<p><b>For office use in Finance/ SRIC/ JEE/GATE/ Any other</b></p> <p>Pay (in figure) Rs.....</p> <p>Pay (in words) Rupees.....</p> <p>Debit to (Account Booking Code).....</p>		
OS (Dept)	Verifying Authority	Controlling Officer		DA	OS (Bill)	AR (F&A)