



# KLE Technological University

Creating Value,  
Leveraging Knowledge

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**BVB College Campus, Hubballi-580031**

## TRAVEL ALLOWANCE / DAILY ALLOWANCE (TA/DA) CLAIM FORM

- Personal Information

Name of Staff : Shreya Hiremath  
Designation : Assisstant Professor  
Department : Computer Science and Engineering(AI)  
Employee ID : 10772  
Contact Number : 8088442386

- **Travel Details**

Purpose of Travel : Attending and presenting paper in Conference  
“INtelligent Systems for Pioneering Innovation in Robotics  
and Electric Mobility ([INSPIRE HYPERLINK](#)  
["https://miteconference.org/"](https://miteconference.org/)) HYPERLINK "[https://miteconference.org/\\_2025](https://miteconference.org/_2025)"

Mode of Travel : Bus

**Date of Travel** : From : Hubballi (20-11-25) To : Moodabidri (21-11-25)  
**Destination** : Moodabidri

- **Expense Details**

#### **• Travel Allowance (TA)**

Date	Place of Journey		Mode of Transport	Time		If Travelled by own vehicle		Total (₹)
	From	To		Start	End	Distance (Km)	Rate per km (₹)	
20-11-2025	Hubballi	Moodabidri	Bus	10.30 pm	7.00 am 21-11-25	--	--	800
21-11-2025	Moodabidri	Hubballi	Bus	8.00 pm	5.00 am 22/11/25	--	--	977

- Local Conveyance

Date	From	To	Mode of Transport	Time		If Travelled by own vehicle or in case valid bills are not available		Total (₹)
				Start	End	Distance	Rate	

					(km)	per km (₹)	
21-11-2025	Moodabidri	Mangalore Institute of Technology & Engineering (MITE)	Auto	8.30 am	9.00 am	---	---
30-6-25	Mangalore Institute of Technology & Engineering (MITE)	Moodabidri	Auto	6.00 pm	6.30 am	---	---

• **Food Allowance**

Date	No of Days	Time		Total time (in hrs.)	Total (₹)
		Start	End		
21-11-2025	1	---	---	---	400

• **Hotel Accommodation**

Place of Stay	Check in		Check out		No of Days	Total (₹)
	Date	Time	Date	Time		

• **Registration Fees ( If Applicable)**

Date	Description	Amount (₹)
20-11-25 to 21-11-25	Amount yet to be received	6900

• **Total Summary of Expenses**

Sl.	Particulars	Amount (₹)
A	Travel Expenses	1777
B	Conveyance Expenses	300
C	Food Allowance	400
D	Hotel Accommodation	---
E	Registration Fees	6900
F	<b>Total [F=A+B+C+D+E]</b>	9377
G	<b>Advance Taken if any</b>	0
H	<b>Net Refundable [H= F-G]</b>	9377

• **Attachments**

- Original Tickets
- Boarding Pass (if Applicable)
- Hotel/Lodge Bills
- Local conveyance bills
- Payment Receipt of Registration Fees

- along with Certificate of attendance
- Permission Letter
  - Payment Screenshot photocopy for online payments
  - Any other Supporting documents
- **Bank Details of the employee**
- Name of the Bank : Canara Bank      Account Holder Name : Asst Prof.Shreya Hiremath  
Account Number : 110265862002      IFSC Code : CNRB0011244

**Declaration :**

I hereby declare that the above details are true and correct to the best of my knowledge. I have attached all necessary bills and documents as proof of expenses.

**Date : 29-11-25**

**Signature of Staff**

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**Approved By**

**HoD/Director**  
Signature & Date

**Registrar**  
Signature & Date