

# OUTSTATION TOUR CLAIM FORM

TRAVELLING REIMBURSEMENT BILL	
NAME OF EMPLOYEE :	T.A. BILL NO.
DESIGNATION :	PLACE OF WORK :
EMPLOYEE CODE NO. :	TOUR PERIOD FROM TO
REPORTING TO:	DATE OF SUBMISSION OF BILL :
LEAVE TAKEN DURING HALTS AT	FROM TO

## 1. DETAILS OF JOURNEY AND FARE - (OUTWARD / INWARD) - TICKETS TO BE ATTACHED :

PLACE		COMMENCEMENT		TERMINATION		TRAIN	CLASS	TICKET NO.	FARE Rs.
FROM	TO	DATE	TIME	DATE	TIME				
<b>TOTAL FARE (Rs.)</b>									0

## 2. HALTING DETAILS (BOARDING / LODGING EXPENSES)

HALTING PLACE	CATEGORY OF PLACE	DURATION		WITH BILLS			WITHOUT BILLS		GRAND TOTAL (Rs.)
		HOURS	DAYS	LODGING	BOARDING	TOTAL	RATE	AMOUNT	
<b>TOTAL</b>									0

3. OUT OF POCKET EXPENSES FOR \_\_\_\_\_ DAYS @ Rs. \_\_\_\_\_ PER DAY Rs. \_\_\_\_\_

## 4. EXTRA CONVEYANCE EXPENSES

CLASS I CITY			ORDINARY CITY			TOTAL AMOUNT(Rs)
DAYS	RATE	AMOUNT	DAYS	RATE	AMOUNT	
<b>DETAILS OF EXTRA CONVEYANCE EXPENSES</b>						Rs.
DATE	PLACE	PARTICULARS				AMOUNT
<b>TOTAL</b>						<b>0.00</b>

Note: Separate sheet may be enclosed for insufficient space

## 5. MISCELLANEOUS EXPENSES : (Actual vouchers / Bills to be attached)

TELEPHONE CALLS	STATIONERY		EXTRA BAGGAGE		OTHERS	
					PURPOSE	AMOUNT

**TOTAL** Rs. \_\_\_\_\_

**GRAND TOTAL OF EXPENSES INCURRED**

Rs. \_\_\_\_\_

Rs. \_\_\_\_\_

**SIGNATURE OF THE SALES SUPPORT STAFF**

ENCLOSURES : (1) TICKETS \_\_\_\_\_

(2) OTHERS \_\_\_\_\_

PASSED FOR PAYMENT

**FORWARDED BY**  
NAME  
DESIGNATION

**APPROVED BY**  
NAME  
DESIGNATION