



भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

## TRAVELLING ALLOWANCE BILL

Name of the Faculty/Staff :

Staff/Roll.No :

Designation :

Department :

Institute :

Institute AccountNo. :

Purpose :

Basic Pay :

### (A). TRAVELLING EXPENSES INCURRED

Departure		Arrival		Mode of journey	Ticket No.	Fare(Rs.)
Station	Date	Station	Date			
Total claimed(A)						

### (B). OTHER EXPENSES INCURRED

SNo.	Item Of Expenditure	Cash bill details	Amount(Rs.)
1			
2			
3			
Total claimed(B)			0.00

No.of.enclosures :

Date :

Total amount admissible :  
Advance Draw(C) :  
Net Claim Admissible (A+B-C) :  
Excess to be paid by IIT-H :  
Excess to be recovered by IIT-H :

Payment Voucher No:

Date:

Dealing Assistant

Deputy Registrar

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**(C). INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS**

1. Each leg of journey (including local transportation) shall be entered on a fresh line.
2. Duly filled TA Bill shall be submitted within 7 days of completion of journey. Failure to do so, may entail recovery of the advance drawn, if any in a single installment through the next Salary Bill/Scholarship of Employee/Student.
3. Originals of cash Receipts and Tickets should be furnished along with the TA Bill
4. When journey is performed by road, sea or river, the exact details of the transport vessel shall be furnished.

***CERTIFICATE***

I certify that

- I have actually travelled in the class for which was approved
- I did not perform the road journey for which the mileages have been claimed at the higher rates by taking many seats in any public conveyance, excluding steamer which plies regularly for hire between two fixed points at fixed rates
- I did not perform any journey free of charge, without payment or incurring only running expenses; and in case of hiring a taxi, the hiring of taxi was essential and road mileage was not claimed from any other source

Employee/Student/Invitee

Pay/Recover Rs.  
(Rupees only).

Dealing Assistant

Deputy Registrar

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**Bank name and Branch:**

**Bank Account Number :**

**IFSC Code :**