

SUB BILL NO. _____

TRAVELING ALLOWANCE BILL FOR TOUR

Note: This bill should be prepared in duplicate, one for payment and other as office copy.

PART-A

1. Name :
2. Designation :
3. Pay :
4. Headquarters :
5. Details and purpose of journey(s) performed:

Date & time	From	Date & time	To	Mode of travel	Fare paid (Rs.)	Distance

The above journey was performed as per Sr. Dy. Accountant General (G&SSI)'s Orders (enclosed).

Period of stay		Name of the Hotel/ establishment	Daily rate of lodging charged	Total amount paid
From	To			

6. Particular of journey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled was used:

Date	Name of Places		Mode of conveyance used	Entitle Class	Class by which traveled	Fare of the entitled Class
	From	To				

If the journey(s) by higher class of accommodation has been performed with the approval of the competent Authority, No and date of the sanction may be quoted.

7. Details of journey(s) performed by road between places connected by train:

Date	Name of Place		Fare paid
	From	To	

8. Amount of Advance, if any, drawn:

Certified that the information, as given above, is true to the best of my knowledge and belief.

Signature