**FORM No. TR 56A**

**Travelling Allowance of Non Gazetted Establishment**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Sl No.** | **Name, Designation, Scale of Pay, Actual Pay & Headquarters** | **Date and Hours of journey & Halt** | | **Route (Places)** | | **Distance and mode of conveyance used** | **Single fare by class (Rs.)** | **Mileage Allowance** | | **D.A. for halts** | | **Actual Expenses** | **Total** | **T.A. Advance drawn or excess T.A. adjusted** | **Net Amount** | **Purpose of journey** | **Remarks** |
| **From** | **To** | **From** | **To** | **Incidental Expenses Rail/Air Journey** | **Mileage Allowance for Road journey** | **Rate** | **Amount** |
| **1** | **2** | **3** | | **4** | | **5** | **6** | **7** | | **8** | | **9** | **10** | **11** | **12** | **13** | **14** |
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Net required for payment Rs........................

(Rupees................................................................................................................................................. only) Head of Office

Place:

Date: