

**DAILY ALLOWANCE (WHICH ON OFFICIAL TOUR) CLAIM REPORT**

SL NO	DATE	PER DAY DAILY ALLOWANCE RS.600
1	22-09-2017	600
2	23-09-2017	600
3	24-09-2017	600
4	25-09-2017	600
5	26-09-2017	600
6	27-09-2017	600
7	28-09-2017	600
8	29-09-2017	600
9	30-09-2017	600
Total Amount =		5400

**Tour Allowance Claim**

SL No	Section	Amount claimed (to be filled in by the employee)(')
1	Journey Fares By Air By Rail & Road	5415.50
2	Conveyance charges	407.16
3	DA	5400
4	Hotel bill	9974
5	NET CLAIM	21196.66