Tour Allowance Claim Form for UPL Executives

SECTION I: JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than IInd Class and for air iourney and bus iourney enclose used ticket/folders Departure Arrival Model Train Purpose of Ticket No./MR & Class No./ Amount Journey Remarks No./Bus Ticket Time Station Date Date Time Station of Train Claimed (Please give No. travel Name details) 11:30 3:30R AGRA LAR 2/2 19 mm | A4RA 42 DEL CAR *Note: Where tickets are provided by the company the fare may be indicated in remarks column. SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging Boarding & Midnight Slab Lodging charges No. of (00hrs) spent Station days Rates A 400. ςw. 50 Total Total NOTE : Please enclose the supporting bill /declaration 1. Leave availed (if any) at to SECTION III : DETAILS OF CONVEYENCE CHARGES CLAIMED NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant. Place of Visit Distt. In (specify Locality) SI No. Station-Date Station Means of Amount Kms. Purpose (in brief) wise weekly Travel (`) (approx) From To total Total CERTIFICATE: Certified that: I was physically present at the touring station as above for the indicated days. Counter signed Signature Signature of Employee (Name & Designation of the Controlling officer) Date: