Tour Allowance Claim Form for UPL Executives
SECTION I: JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for

		D	epar	ture		alr lourney and be			v enclose i Train	USED TICKET/TOIDE	ers)		ss and for	
	Date 1		ime	Stat	ion Da	ite Time	Station	Model & Class of travel	No./ Train Name	Journey (Please give details)	Amount Claimed (')	Ticket No./MR No./Bus Ticket No.	Remarks	
			). <b>'4</b> j '30	DE		12 19:45		E	A E-462 9 ES-40 A-E 488	ophicial	0 0		Book	
	*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 (00hrs) spent			Station	No. of days	Slab Rates	Lodging cha	_						
			1	) Jago	2	Sw			<i>&gt;</i>	COA				
-			1	-		1/								
					Total	1000	Total							
SE	NOTE: Please enclose the supporting bill /declaration  1. Leave availed (if any) at from to EECTION 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 claim												aimant	
SI		ate			Plac	ce of Visit ify Locality) To	Distt	. In s. M	eans of Travel	Amount (`)		(in brief)	Station- wise weekly total	
1	- 6) 6/	12 12 V	DE			Airpon	30/	en Pa	nto	113. 434	offici	4		
3.	8)) <b>8</b> /	2	DE		thice history	office	30ki		uto .	113.				
	土	土						Total		030 / <del>-</del>				
	ERTIFICATE: ertified that: I was physically present at the touring station as above for the indicated days.													
Counter signed														
			Si	Si	Signature of Employee									
(Na	me & l	Desig	natio	on of th	e Contro	olling office		Date:						