

**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 journey and bus journey enclose used ticket/folders)

Departure			Arrival			Model & Class of travel	Train No./ Train Name	Purpose of Journey (Please give details)	Amount Claimed (₹)	Ticket No./MR No./Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station						
25/10	10:30	Bikaner	26/10	5:00	Jaipur	Bus	1127		370/-		
27/10	1:30	Jaipur	26/10	8:30	Bikaner	Bus	0009		420/-		

\*Note: Where tickets are provided by the company the fare claimed is for other than IIInd Class and for air journey and bus journey enclose used ticket/folders)

\*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

**SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging**

Midnight (00hrs) spent	Station	No. of days	Slab Rates	Boarding & Lodging charges
1 day	Jaipur	2	750	1500/-
Total				Total 1500/-

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at  from  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.

Sl No.	Date	Station	Place of Visit (specify Locality)		Distt. In Kms. (approx)	Means of Travel	Amount (₹)	Purpose (in brief)	Station-wise weekly total
			From	To					
1	25/10	Bikaner	home	Bus station	6KM	Truck	22.62		
2	26/10	Bikaner	Bus station	Hotel	4KM	"	15.08		
3	26/10	Jaipur	Hotel	Office	9KM	"	15.08		
4	26/10	Jaipur	Office	Hotel	9KM	"	15.08		
5	26/10	Jaipur	Hotel	Office	9KM	"	15.08		
6	26/10	Jaipur	Office	Bus station	4KM	"	15.08		
7	26/10	Bikaner	Bus station	Home	6KM		22.62		
Total							120.64		

**CERTIFICATE:**

Certified that: I was physically present at the touring station as above for the indicated days.

Counter signed

Signature

(Name & Designation of the Controlling officer)

  
Signature of Employee

Date: