

## DA Allowance Claim form for UPL Executive

### 1. Journey Details

SL. NO.	Departure			Arrival			Mode of Travel	Ticket Number	Remarks
	Date	Time	Station	Date	Time	Station			
1	13/11/2017	20:04 PM	Palanpur	14/11/2017	7:30 AM	New Delhi	Rajdhani (3A)	8165382960	
2	14/11/2017	12:25 PM	New Delhi	14/11/2017	21:25 PM	Lucknow	Gomti Exp (CC)	2719690173	Common ticket for 2 Person
3	15/11/2017	23:50 PM	Lucknow (Transport Nagar)	16/11/2017	8:00 AM	New Delhi	Bus (AC Sleeper)	110973254 - 2136341	Common Ticket for 2 Person
4	16/11/2017	19:55 PM	New Delhi	17/11/2017	7:10 AM	Palanpur	Rajdhani (2A)	2819729972	Booked from Travel desk

### 2. Details of Claim for DA/CDA

SL. No.	Station	No of Days	Type of City	Type of Claim (DA/CDA)	Slab Rate	Total DA Charges
1	New Delhi	1	Metro	DA	600	600
2	Lucknow	1	Principle	CDA	750	750
3	New Delhi	1.5	Metro	DA	600	900
Total		3.5				2250

Certified that I have incurred expenditure of about Rs **2250** towards DA expenses during the **13/11/2017** to **17/11/2017** days of calendar month of **November** 2017.



Signature of Employee

Designation: Engineer

Date: 05/12/2017