

SECTION II : 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						
15/10/17	9:40	BHOPAL	15/10/17	15:55	GWL	2A	12137	AUDIT	965	2612388856	
15/10/17	19:30	GWL	16/10/17	00:45	GUNA	2A	21126	OF SERVICE	700	2538876937	
18/10/17	20:20	GUNA	19/10/17	04:25	GWL	3A	14309	BUILDING GUNA	620	2955478665	

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

SECTION IV : DETAILS OF CLAIM FOR DA & EXPENDITURE INCURRED FOR ACCOMMODATION (Excluding leave availed)

Midnight (00hrs) spent in	Station	Date(s)	No. of Days for DA	Rate per Day (₹)	Amount of Daily Allowance (₹)	Name of Hotel/Guest House	Amount for Hotel Accommodation (₹)	Name of persons with whom accommodation shared
Principal City								
Ordinary City	GUNA	15/10/17	4	600	2400	HOTEL VEDANTAM	3867	SELF.
Journey								
Total			4		2400		3867	

NOTE : Please enclose the supporting bill & receipt for the amount paid on account of hotel/guest house accommodation charges

1. Leave availed (if any) at from to
2. Both Boarding and lodging/Boarding only lodging/only was providing free of cost at from to

SECTION V : DETAILS OF CONVEYANCE 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	16/10/17	GUNA	Railway St	Hotel	5	Auto	50	Meeting with SR. Section Engineer, Regarding Audit of Service Building.	total KOT = 45
2	16/10/17	GUNA	Hotel	Railway St	5X2	Auto	50+50		
3	17/10/17	GUNA	Hotel	Audit Bui.	5X2	Auto	50+50		
4	18/10/17	GUNA	Hotel	Audit Bui.	5X2	Auto	50+50		
5	15/10/17	BHOPAL	Office	Rail. St	10	Auto	80		
Total							430/-		

CERTIFICATE :

Certified that: (i) Wherever lodging charges for stay in a hotel have been claimed, Company Guest house accommodation was not available.
(ii) I am/am not in receipt of HRA of availing the facility of leased accommodation at any of the tour stations for which daily allowance has been claimed

Counter signed

Signature

(Name & Designation of the Controlling officer)

Pathan:

Signature of Employee

Date: 20/11/2017