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)

Date Time Station Date Time Station of the Station		Departure				Arrival			Train		rpose of		Ticket No./MR	
*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 (80hrs) spent Station No. of days Rates **Details OF CLAIM FOR Boarding /Lodging Midnight (80hrs) spent Station No. of days Rates **Details OF CONTENT OF CLAIM FOR Boarding /Lodging charges Rates **NOTE : Please enclose the supporting bill /declaration 1. Leave availed (if any) at from to logging from the same Performs may be attached duly signed by the claimant. **SECTION III : DETAILS OF CONVEYENCE CHARGES CLAIMED NOTE: If the space provided is insulficient, separate sheet in the same Performs may be attached duly signed by the claimant. **SIND.**Date Station Purpose (in brief) Station-wise weekly total **Total Total Purpose (in brief) Station-wise weekly total **Total Total Station Purpose (in brief) Station-wise weekly total **Signature** **Total Total Station Purpose (in brief) Station-wise weekly total	Dat	te	Time	Statio	n Date	Time	Station		1	(Ple	ease give	1	No./Bus Ticket	Remarks
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