

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 750 towards
boarding/lodging expenses during the 24/10/17 to 25/10/17 days of calendar month

Sudipto Saha
Engineer UPL

Quoted
27/11/17

TOUR TRAVEL CARD

EMPLOYEE NO. NC07

NAME

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 (₹)	Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station						
24/10/17	5am	Barrackpore	24/10/17	10:30am	Durgapur	Train	22321	Meeting with BPCL dealers	95	Ticket attached	Booked by Self
24/10/17	5pm	Durgapur	25/10/17	1am	Barrackpore	Bus	NA		410		
Total											

*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	Durgapur	2	750	DA
/	/	/	/	/
/	/	/	/	/
Total			750	Total

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					
01	24/10/17	Barrackpore	Barrackpore	Howrah	24	Bus	91	Meeting with BPCL dealers regarding WJALA through OMC's	
02	24/10/17	Durgapur Stn	Durgapur Stn	BPCL office	15.4km	Bus	58		
03	24/10/17	Durgapur	BPCL office	Durgapur bus Stand	17km	Bus	64		
04	25/10/17	Howrah Maidan	Howrah Maidan	Barrackpore	24	Bus	91		
Total							304		

CERTIFICATE:

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

Counter signed

Signature

27/11/17

(Name & Designation of the Controlling office)

Signature of Employee

Sudipto

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