

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							

*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
Total				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	01/11/17	Ranchi	Bank more	Bus stand	02	Auto	34	(To avail fro).	
02	02/11/17	Ranchi	Hotel	EESL office	13	Auto	50.		
03	02/11/17	Ranchi	EESL office	H. FEL	13	Auto	50.		
04	03/11/17	Ranchi	Hotel	EESL office	26	Auto	100		
05	03/11/17	Ranchi	Bus stand	Bank more	02	Auto	34		
Total							268/-		

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: 02/12/17.