

ENERGY EFFICIENCY SERVICES LIMITED  
TOUR TRAVELLING ALLOWANCE CLAIM

Date:- 05/12/17

CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
	HC07209			
Name	Sumit kr. Dutt.	Designation	Sr. Engrg.	Scale of Pay
				Basic Pay
				28,082/-
Department	S.I.	H.O	Noida	

Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

Section-I		FOR ACCOUNTS DEPTT.									
		Amount Claimed (to be filled in by the employee)( <sup>₹</sup> )	Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount( <sup>₹</sup> ))							Remarks	
1. Journey Fares	By Air										
	By Rail & Road	1300/-									
	Cost of Ticket Dr.										
2. Conveyance charges		160/-									
3- Boarding & loading charges		3750/-									
A. Total		5210/-									
Less Advance drawn from:											
C. NET CLAIM		5210/-									

Pay (₹)..... Net Claim

Pay (")..... Net Claim

Recover (`).....

Cheque No. .... Dated .....  
on ..... for(“).....

Accounts Officer

\*The cancellation of booking was due to official reasons

Name \_\_\_\_\_

Designation

\*To be furnished when cancellation charges are claimed



SECTION I : JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than IIInd Class and for air journey and bus journey enclose used ticket/folders)

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

NOTE : Please enclose the supporting bill /declaration

SECTION III : DETAILS OF CONVEYANCE CHARGES CLAIMED

Signature of Employee



Tour Allowance Claim Form for UPL Executives  
(Name & Designation of the Controlling officer)

Date:

05/12/17

**BILL/CERTIFICATE**  
**for Boarding/Lodging Charges**

Certified that I have incurred expenditure of about less than Rs. 5210/- towards  
boarding/lodging expenses during the 25/11/17 to 29/11/17 days of calendar month  
11 2017.

Name- Sumit kr. Dutta

Designation- Sr. Engg.