

Tour Allowance Claim Form for UPL Executives

**ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM**

Date:-

09/01/17

CARD
CODE

EMPLOYEE NO.
NCO-7209

TOUR COMMENCEMENT DATE

Mth/Days
Tour

DESTINATION

Name

SUMIT K.
DUTTA

Designation

Sr. Exg.

Scale of Pay

Basic Pay

28,082/-

Department

SL

H.O

Noida

Section I : Calculation of total TA admissible

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

FOR ACCOUNTS DEPTT.

Section-I

1. Journey Fares

By Air

By Rail & Road

Amount Claimed
(to be filled in by the
employee)(')

1300/-

Cost of Ticket Dr.

160/-

2. Conveyance charges

3600/-

3- Boarding & loading charges

A. Total

5060/-

Less Advance drawn from:

5060/-

C. NET CLAIM

Amount admitted by Accounts
(enter only if claims are claimed
ticket, booked by company or
Cheque Amount('))

Remarks

Pay ('))..... Net Claim

D. Refund by cheque

Cheque No..... Dated

on for(')).....

Recover (')).....

Accounts Officer

*The cancellation of booking was due to official reasons

Signature of Head of Department

Name

Designation

Name

*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 IInd 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 CONVEYENCE CHARGES CLAIMED

CERTIFICATE:

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

Counter signed

Signature _____


Signature of Employee

Date: 09/11/17

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 5060/- towards
boarding/lodging expenses during the 24/11/17 to 29/11/17 days of calendar month
1 2017.

Name- Sumit Kr. Datta.

Designation- Jr. Engg.