

[illegible]

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 IIInd Class and for air journey and bus journey enclose used ticket/folders)

Departure			Arrival			Model & Class of travel	Purpose of Journey (Please give details)	Amount Claimed (₹)	Ticket No./MR No./Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station					
27-10-2017	09:30 am	Faridabad	27-10-2017	11:00 am	Gurgaon	Bike	For petrol pump agreement signing	169		
27-10-2017	11:10 am	Gurgaon	27-10-2017	01:00 pm	Rewari	Bus		50		
27-10-2017	07:30 pm	Rewari	27-10-2017	09:25 pm	Gurgaon	Bus		50		
27-10-2017	09:40 pm	Gurgaon	27-10-2017	11:00 pm	Faridabad	Bike		169		
								438	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
12/10/2017	Rewari	1	600	600
			Total	600

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					

Total

CERTIFICATE:

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

Counter signed

Signature



Signature of Employee

TOUR REPORT	Subject: For Petrol Pump Agreement Signing
NAME	SAJAN GOYAL
DESIGNATION	ENGINEER
PERIOD	27/10/2017
VENUE	Rewari
	PURPOSE OF TOUR <ul style="list-style-type: none"> • For Petrol Pump Agreement Signing with dealers ACTIVITIES DONE <ol style="list-style-type: none"> 1. Attend meeting with dealers and gave brief on UJALA Scheme to roll out the process of agreement signing and start UJALA scheme from their outlet at the earliest. 2. Share agreement copy with them for the same.



Sajan Goyal
ENGINEER

Mr. NITIN BHATT
MANAGER (P.R.)

BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 1038/2 towards boarding/lodging expenses during the 27/10/17 to 27/10/17 days of calendar month October 2017.

Name- Sigan Kuyul

Designation- Engineer