ENERGY EFFICIENCY SERVICES LIMITED

TOUR TRAVELLING ALLOWANCE CLAIM

Date : 02/12/2017

CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
	NCO 6632		0 2	Vijayawada

Name: Kolla Chinni Babu | Designation: Engineer | Scale of Pay: 28,898/- | Basic Pay: 22,236/-

Department: SLNP - Telk | H.O: Visakhapatnam

Section I : Calculation of total TA admissible (Please fill this Section after filling Section II to V)

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

	Amount Claimed (to be filled in by the employee)(₹)	FOR ACCOUNTS DEPTT. Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount(₹)	Remarks
1. Journey Fares			
By Air			
By Rail & Road	1576		
	Cost of Ticket Dr.		
2. Conveyance charges & Misc. expenses II + V	300		
3. Accommodation charges	2016		
4. Daily allowance	1200		
A. Total 1 to 4	5092		
Less Advance drawn from:			
5. Corporate Centre			
6. From Projects, If any			
B. Total 5 & 6			
C. NET CLAIM (A-B)	5092		

Claim Date :

Pay (₹)..... Net Claim

D. Refund by cheque

Cheque No..... Dated .....

on ..... for (₹).....

Recover (₹).....

Accounts Officer

SECTION II : Details of Miscellaneous Expenses incidental To Tour

NOTE : Enclose receipts for amount claimed

S.No.	Particulars of Expenses	Amount (₹)
	Total	

*The cancellation of booking was due to official reasons

Signature of Head of Department

Name

Date

Designation

*To be furnished when cancellation charges are claimed

SECTION II : 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						
06/12/17	10:45 pm	visakha patnam	07/12/17	5 Am	vijaya wada	semi sleeper	BUS	To attend CHS training program	781	04X15Q	
07/12/17	10:30 pm	vijaya wada	08/12/17	6 Am	visakha patnam	semi sleeper	Bus		795	04Z1W9	

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

SECTION IV : DETAILS OF CLAIM FOR DA & EXPENDITURE INCURRED FOR ACCOMMODATION (Excluding leave availed)

Midnight (00hrs) spent in	Station	Date(s)	No. of Days for DA	Rate per Day(₹)	Amount of Daily Allowance(₹)	Name of Hotel/Guest House	Amount for Hotel Accommodation(₹)	Name of persons with whom accommodation shared
Principal City	vijaya wada	06/12/17 to 07/12/17	2	600	1200	Adhikari [illegible]	2016	
Ordinary City								
Journey								
		Total		Total	1200	Total	2016	

NOTE : Please enclose the supporting bill & receipt for the amount paid on account of hotel/guest house accommodation charges

1. Leave availed (if any) at _____ from _____ to _____

2. Both Boarding and lodging/Boarding only lodging/only was providing free of cost at _____ from _____ to _____

SECTION V : 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					
1.	6/12/17	vizag	Home	Bus station	6	Auto	50	To attend the complaint Handling system Training program	
2	7/12/17	vijaya wada	Bus station	Hotel	5	Auto	40		
3	7/12/17	vijaya wada	Hotel	Meeting venue	6	Auto	60		
4	7/12/17	vijaya wada	Meeting venue	Hotel	6	Auto	60		
5	7/12/17	vijaya wada	Hotel	Bus stand	5	Auto	40		
6	8/12/17	vizag	Bus stand	Home	6	Auto	50		
						Total	300		

CERTIFICATE :

Certified that: (i) Wherever lodging charges for stay in a hotel have been claimed, Company Guest house accommodation was not available.

(ii) I am/am not in receipt of HRA of availing the facility of leased accommodation at any of the tour stations for which daily allowance has been claimed

Counter signed

Signature

(Name & Designation of the Controlling officer)

M. Trinadha

Signature of Employee

Date : 8/12/17