

SECTION I: JOURNEY DETAILS (Please print clearly)

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	Remarks
Date	Time	Station	Date	Time	Station					No./Bus Ticket No.	
20/11/18	10:30	Vadodara	20/11/18	12:00	Godhra	AC	Office Cab	UTALA	0		
20/11/18	12:30	Godhra	20/11/18	14:30	Dahod	AC	Office Cab	Cujarat	0		
20/11/18	18:30	Dahod	20/11/18	21:00	Vadodara	AC	Office Cab	- Warehouse	0		
								Inspection			

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
	Dahod and Godhra	01	480	480
				/
	Total			Total 480

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at from to

SECTION III : DETAILS OF CONVEYANCE CHARGES CLAIMED

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NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

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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:

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

Counter signed

Signature
(Name & Designation of the Regional Office In charge/BUH)

Pharajay
Signature of Employee