

ENERGY EFFICIENCY SERVICES LIMITED						Tour Allowance Claim Form					
TOUR TRAVELLING ALLOWANCE CLAIM						Date:- 31-10-2012.					
CARD CODE		EMPLOYEE NO.		TOUR COMMENCEMENT DATE		Mth/Days Tour		DESTINATION			
Name		Designation		Scale of Pay				Basic Pay			
Department		H.O.									
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.		Amount Claimed (to be filled in by the employee)(')				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									
2. Conveyance charges											
3- Boarding & loading charges											
A. Total											
Less Advance drawn from:											
C. NET CLAIM											
D. Refund by cheque		Cheque No..... Dated				Recover ('').....					
		for (').....									
on										
Accounts Officer											
*The cancellation of booking was due to official reasons											
Signature of Head of Department											
Name											
Designation											
*To be furnished when cancellation charges are claimed											