

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	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						
13-10-17	7:30 AM	Raipur	13-10-17	9:00 AM	Durg	GEN	BY BUS	Installation	35/-	636	
23-10-17	12:30 PM	Durg	23-10-17	2:10 PM	Raipur	GEN	BY BUS	and monitoring of Street Light at Durg.	35/-	1542	

*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
13/10/2017 to 23/10/2017	Durg	10	1400/-	14000/-
	DA	11	600/-	6600/-
Total:				20,600/-

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					
1.	13-10-17	Durg	Busstand	Nigam Office Hotel	7 Km	By Auto	35/-		
2.	13-10-17	Durg	Hotel	Field Area	10 Km	By Auto	50/-		
3.	13-10-17	Durg	Field Area	Hotel	10 Km	By Auto	50/-		
4.	14-10-17	Durg	Hotel	Field Area	12 Km	By Auto	50/-		
5.	14-10-17	Durg	Field Area	Hotel	10 Km	By Auto	50/-		
6.	16-10-17	Durg	Hotel	Nigam Office and Field	12 Km	By Auto	50/-		
7.	16-10-17	Durg	Field	Hotel	5 Km	By Auto	25/-		
8.	17-10-17	Durg	Hotel	Poti's Chowdary	10 Km	By Auto	50/-		
9.	17-10-17	Durg	Poti's	Hotel	10 Km	By Auto	50/-		
									410/-

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10.	18-10-17	Durg	Hotel	Ward No. 1,2 (Field)	12Km	By Auto	50/-	430/-
11.	18-10-17	Durg	Field	Hotel	10Km	By Auto	50/-	
12.	20-10-17	Durg	Hotel	Field	5Km	By Auto	25/-	
13.	20-10-17	Durg	Field	Hotel	5Km	By Auto	25/-	
14.	21-10-17	Durg	Hotel	Field (Bathers)	10Km	By Auto	50/-	
15.	21-10-17	Durg	Baghera	Hotel	10Km	By Auto	50/-	
16.	22-10-17	Durg	Hotel	Field (Bors)	12Km	By Auto	55/-	
17.	22-10-17	Durg	Field	Hotel	10Km	By Auto	50/-	
18.	23-10-17	Durg	Hotel	Nagar Nigam Office	6Km	By Auto	25/-	
19.	23-10-17	Durg	Nigam Office	Hotel	6Km	By Auto	25/-	
20.	23-10-17	Durg	Hotel	Bugstew	6Km	By Auto	25/-	
Total :							840/-	

CERTIFICATE:

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

Counter signed

Signature

(Name & Designation of the Controlling officer)

Salprishna

Signature of Employee

Date: 11/12/2017