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 lind Class and for air lourney and bus journey enclose used ticket/folders) Departure Arrival Model Purpose of Train Ticket No./MR & Class **Amount** Journey No./ Remarks No./Bus Ticket Time Station Date Time Station Date Claimed of (Please give Train No. travel details) (,) Name 17:15 Routh **15:55** DEL BCP26J 6 UE-6325 H2UWW 15:10 Ranchi 4/11 17:10 DEL \*Note: Where tickets are provided by the company the fare may be indicated in remarks column. SECTION II: DETAILS OF CLAIM FOR Boarding /Lodging Boarding & Midnight Slab Lodging charges No. of (00hrs) spent Station days Rates → DA Ranchi 3. 400 1019 2219 Total Total NOTE: Please enclose the supporting bill /declaration to 1. Leave availed (if any) at 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. Place of Visit Station-Distt. In Amount Means of (specify Locality) wise weekly Purpose (in brief) Kms. Station SI No. Date Travel (`) total (approx) From 30 and have Airport 20 hotel 10 Airbort Runch Hotel office 45 W Auto Lotel 30 Birpert 10 Hotel 113 30 Auro Total **CERTIFICATE:** Certified that: I was physically present at the touring station as above for the indicated days. Counter signed Signature of Employee Date: (Name & Designation of the Controlling officer)