

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 11nd 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							
11/10/17	6:08 AM	Makranga (Sagar)	11/10/17	11:00 AM	Bhopal	GN	22162	Railways Building Entry & meeting	125	87640725	36	self payed

*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
68 hrs-	BHOPAL	08	750	2250
Total				Total = 2250/-

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at from to

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