

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 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 (₹)	Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station						
23/4/17	12:20	CCU	23/4/17	13:05	Delhi	Air	-	Attaining	NIL		
25/4/17	18:20	Delhi	25/4/17	20:30	CCU	Air	-	BEEP	NIL		
								review			
								meeting			
								and			
								Training			
Total											

*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
02	Delhi	03	6 UD	1200 4480
Total				5680 Total

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at from to

SECTION III : DETAILS OF CONVEYANCE 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.	23/4/17	Kolkata	Tollygunge	Dumdum Airport	26	Auto	100	98	
2.	23/4/17	Delhi	Delhi Airport	EESL C.O	23	Auto	86		
3.	23/4/17	Delhi	EESL C.O	Paharganj hotel	18	Auto	67		
4.	24/4/17	Delhi	Paharganj hotel	Holiday INN	18	Auto	67		
5.	24/4/17	Delhi	Holiday INN	Paharganj hotel	18	Auto	67		
6.	25/4/17	Delhi	Paharganj hotel	Dumdum Airport	18	Auto	67		
7.	25/4/17	Kolkata	Dumdum Airport	Tollygunge	26	Auto	100	98	

Total

~~553~~
554

~~550~~
550

CERTIFICATE:

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

Counter signed

Signature

Ravi

Srijani Datta
Signature of Employee

(Name & Designation of the Controlling office)

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BILL/CERTIFICATE
for Boarding/Lodging Charges

Certified that I have incurred expenditure of about less than Rs. 5 6 8 0 towards
boarding/lodging expenses during the 23/4/17 to 25/4/17 days of calendar month

Srijani Datta
30/1/2018

Name - SRIJANI DATTA
Designation - PROJECT
ENGINEER

Caution

Boarding Pass

SpiceJet

Passenger Name: **DATTA / SRIJANI**

From: **DELHI**

To: **KOLKATA**

Seat Number: **9F**

Flight #: **SG255**

Boarding Time: **1750**

Gate: **3B**

Date: **25NOV17**

Conf #: **QEYIFK**

Depart: **1820**

Arrive: **2030**

SSR(s): **(VLD1)**

SEQ NUMBER: **36**

please retain boarding pass until end of journey.

frisking of passenger and checking of hand baggage is mandatory, boarding gate will be closed 20 minutes prior to the departure time for domestic flights and 25 minutes for international flights, contact customer care @ 1800 333 3333 or log on to spicejet.com.

MS Srijani Datta

From: **Kolkata**

Flight No: **6E 6610**

Boarding Time: **18:20**

Sequence No: **146**

Gate No: **16**

DELHI

25 NOV 17

18:05

22A

SEC-305

SECURITY CHECK

Don't be late your flight won't wait

As a courtesy to fellow passengers please place your carry on items in the overhead bin above your own seat.

Boarding gate closes 25 minutes prior to the departure time. Boarding gate numbers are subject to change, please check the flight information screen for latest updates. Checking of photo id and handbag is a mandatory procedure. Passengers are requested to co-operate with Indigo and the relevant authorities. If you miss your flight, call 099 10 18 18 18 / 0124 667 8119.

Srijani Datta
30/01/2018

GSTIN : 07AAQFR9501H1ZV

BILL / CASH MEMO

Off.: 91-11-43717111
 91-11-43717112
 91-11-43717113
 91-11-43717114
 91-11-43717115
 Fax : 91-11-43717116



1189



REVELSPLUM HOTELS

Plot No. 7, Desh Bandhu Gupta Road, Pahar Ganj, New Delhi-110055
 E-mail : revelsplum@yahoo.co.in Visit at : www.revelsplum.com

Dated: 25/11/17

Bill No.

NAME: SRIJANI DATTA

Arrival Date: 23/11/17 Time: 7:33 pm Dep. Date: 25/11/17 Time: 12:00 noon Number of Persons: 01
 Rate Rs. 2000/- Room No. 104
 Guest GST No.

PARTUCULARS	RATE	AMOUNT	
		Rs.	P.
Lodging..... FOR 02 DAYS	2000/-	4000	
Extra Guest.....			
Trunk Calls/Local Calls.....			
Others.....			
TOTAL		4000	
CGST..... 6 %		240	
SGST..... 6 %		240	
GRAND TOTAL		4480	
ADVANCE			
BALANCE			

Amount in words Rs. Rupees

four thousand four hundred eighty only

Thank You !

1. Bills are Payable on presentation.
2. All cases are subject to Delhi Jurisdiction only.
3. Check out Time 12 Noon.

Manager