

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED  
TOUR TRAVELLING ALLOWANCE CLAIM

Date:- 25.12.2017

CARD CODE	NE06762	EMPLOYEE NO.	25.12.17	TOUR COMMENCEMENT DATE	Mth/Days 03	DESTINATION	H0 Noida
Name	RAJESH KUMAR	Designation	ENGINEER	Scale of Pay	28531	Basic Pay	29236
Department	UTALA - HP	H.O.	EESL Noida				

Section I : Calculation of total TA admissible

Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

Section-I	Amount Claimed (to be filled in by the employee)(')	FOR ACCOUNTS DEPTT.	
		Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount(')	Remarks
1. Journey Fares			
By Air	Rs 681		
<input checked="" type="checkbox"/> By Rail & Road	By Road		
	Cost of Ticket Dr.		
2. Conveyance charges - DA	2x600 = 1200		
3- Boarding & loading charges	2000		
A. Total	Rs 3881		
Less Advance drawn from:	-		
C. NET CLAIM	Rs 3881		

Pay (' )..... Net Claim

D. Refund by cheque

Cheque No..... Dated .....  
on ..... for (' ).....

Recover (' ).....

Accounts Office

\*The cancellation of booking was due to official reasons

Signature of Head of Department  
Name



SECTION I: JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than 1Ind 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						
25-12-17	4:00 AM	Nahan	26-12-17	7:00 AM	Chandigarh	Ordinary	HRTC	Ujala	Rs 98	125866	N/A
25-12-17	3:45 PM	Chandigarh	26-12-17	1:00 AM	Delhi	Ordinary	Haryana	Makinsfor	Rs 240	-	
25-12-17	9:30 AM	Delhi	27-12-17	3:30 AM	Chandigarh	Ordinary	HRTC	Punjab	Rs 242	2Q4679	
27-12-17	4:00 AM	Chandigarh	27-12-17	7:00 AM	Nahan	Ordinary	HRTC		Rs 101	024680	

SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging

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Midnight (00hrs) spent	Station	No. of days	Slab  Rates	Boarding & Lodging charges	
1 day	Pelhi	01	2000	2000	
					1
Total				Total	2000

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.

SECTION III : DETAILS OF TRAVEL EXPENDITURE

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 ( <sup>₹</sup> )	Purpose (in brief)	Station- wise weekly total
			From	To					
Total									

CERTIFICATE:

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

Signature

Signature of Employee R Kumar 29.12.17

Date: 29.12.17