

### 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)

Journey and bus journey enclose used ticket/folders)						Model & Class of travel	Train No./ Train Name	Purpose of Journey (Please give details)	Amount Claimed (₹)	Bus Ticket No.	Remarks
Departure			Arrival								
Date	Time	Station	Date	Time	Station						
12/12/17	7:45AM	Kolkata	12/12/17	10:40AM	Durgapur	A/C	-	official	412	023WBB	
12/12/17	2:25PM	Durgapur	12/12/17	05:45PM	Kolkata	A/C	-		412	D293KRGT	
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
Total				Total

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	12/12/17	Kolkata	Tollygange	Esplanade	11	Auto	41		
2	12/12/17	Durgapur	City Centre Bus Stand, Durgapur	Durgapur Projects Limited	5	Auto	20		
3	12/12/17	Durgapur	Durgapur Projects Limited	City Centre Bus Stand, Durgapur	5	Auto	20		
4	12/12/17	Kolkata	Tollygange						
4	12/12/17	Kolkata	Esplanade	Tollygange	12	Auto	42		

Total **123**

#### CERTIFICATE:

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

Counter signed

Signature

*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. 0 towards  
boarding/lodging expenses during the 12/12/17 to 12/12/17 days of calendar month

Srijani Datta  
30/01/2018

Name- SRIJANI DATTA  
Designation- PROJECT  
ENGINEER

Amil



Srijani Datta &lt;u\_sdatta@eesl.co.in&gt;

## Bus Ticket – KOLKATA to DURGAPUR on 12/12/2017 and Rate Your Experience

1 message

Paytm <no-reply@paytm.com>  
To: u\_sdatta@eesl.co.in

Mon, Dec 11, 2017 at 4:48 AM

<b>paytm</b> BUS		9555 123123 24X7 Bus Helpline
PNR <b>D2NR977F</b>	Ticket ID <b>OZ3WBB</b>	Order ID <b>4263496428</b>
Departure <b>KOLKATA</b> 7:45 AM Tue, 12 Dec 2017		Arrival <b>DURGAPUR</b> 10:40 AM Tue, 12 Dec 2017
Bus Operator Name <b>SHYAMOLI PARIBAHAN Pvt. Ltd.</b> Volvo A/C Seater Executive Luxury (2+2)	Reporting Time 7:30 AM	Boarding Time 7:45 AM
Boarding Point Esplanade Bus stand Shyamoli Parabahan Counter, Esplanade, Opposite of B.C.Roy Market. Beside L- 20 Bus stand. Landmark: Asansol-Durgapur-Volvo Bus Stand	Operator Contact Number 9836583690/9836583691/8420191520	
<b>TRAVELLER DETAILS</b>		
Name srijani datta	Gender Female	Seat No 20
<b>FARE &amp; PAYMENT DETAILS</b>		
Total Fare	₹ 412	
Promo Applied	BUS150 Rs. 16 cashback	
How likely is it that you would recommend Paytm to a friend or a colleague?		

Bill verified  
Srijani Datta  
30/1/18

# paytm Bus Ticket

FROM  
durgapur

TO  
kolkata

DATE OF JOURNEY  
12-12-2017

REPORTING TIME  
2:25 PM

DEPARTURE TIME  
2:25 PM

STATUS  
BOOKED

PAYTM TICKET ID  
OZ58FH

PASSENGER NAME

SEAT

TICKET PNR

Srijani Datta

36

D293KR6T

BOARDING POINT ADDRESS

Greenline Counter, City Centre Bus  
Terminus, Durgapur, City Centre, City  
Centre Bus Terminus

BUS TYPE

Volvo A/C Seater Executive Luxury (2+2)

Greenline

7044090042,9126855771

TOTAL FARE  
412

Bill verified  
Srijani Datta  
30/01/2018



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\*\* Always carry ticket printout and your ID proof while travelling

\*\* In case of Bus cancellation, do not cancel the ticket yourself. Write to us at [paytm.com/care](https://paytm.com/care) and we will issue a refund.