

**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 (₹)	Ticket No./MR No./Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station						
26/12	9:00 AM	N. DELHI	26/12	12 PM	AGRA	Bus		official			
29/12	5 PM	AGRA	29/12	9 PM	N. DELHI	Bus			259/-		

\*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
	AGRA	4	500	
	DA	1	400	
Total			1900/-	Total

→ CAA

1900

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)	Amount	Amount	Purpose (in brief)	Station-wise weekly total
			From	To		Means of Travel	(₹)		
1.	26/12	AGRA	Station	Site	Auto	180	39		
2.	26/12	"	Site	ANN	8 KM	80	30		
3.	26/12	"	ANN	Site	8 KM	80	30		
4.	27/12	"	Site	ANN	10 KM	150	30		
5.	27/12	"	ANN	Site	10 KM	150	30		
6.	28/12	"	Site	Site	12 KM	50	45		
7.	29/12	"	Site	ANN	12 KM	90	45		
8.	29/12	"	ANN	Station	18 KM	50	40		
Total							292		

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

Counter signed

  
 Signature

(Name & Designation of the Controlling officer)

  
 Signature of Employee

Date: