

**ENERGY EFFICIENCY SERVICES LIMITED**  
**TOUR TRAVELLING ALLOWANCE CLAIM**

Date 20/11/2017

CARD CODE	<u>NC07644</u>	EMPLOYEE NO.	<u>15/10/2017</u>	TOUR COMMENCEMENT DATE	<u>04</u>	Mth/Days Tour	DESTINATION	<u>GUNA (M.P.)</u>
Name	<u>SHOBHA RATHOUR</u>	Designation	<u>SR. ENGINEER</u>	Scale of Pay	<u>E-I</u>	Basic Pay	<u>28,089</u>	
Department	<u>UJALA</u>	H.O.						

Section I : Calculation of total TA admissible (Please fill this Section after filling Section II to V)

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

**FOR ACCOUNTS DEPTT.**

	Amount Claimed (to be filled in by the employee)(₹)	Amount admitted by Accounts (enter only if claims are claimed ticket, booked by company or Cheque Amount(₹))	Remarks
1. Journey Fares			
By Air			
✓ By Rail & Road	<u>2285</u>		
	Cost of Ticket Dr.		
2. Conveyance charges & Misc. expenses II + V	<u>430</u>		
3. Accommodation charges	<u>3867</u>		
4. Daily allowance	<u>2400</u>		
A. Total 1 to 4	<u>8982/-</u>		
Less Advance drawn from:			
5. Corporate Centre	<u>-</u>		
6. From Projects, If any	<u>-</u>		
B. Total 5 & 6	<u>-</u>		
C. NET CLAIM (A-B)	<u>8982</u>		

Pay (₹)..... Net Claim

Claim Date :

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D. Refund by cheque

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

Recover (₹).....

Accounts Officer

**SECTION II : Details of Miscellaneous Expenses incidental To Tour**

NOTE : Enclose receipts for amount claimed

S.No.	Particulars of Expenses	Amount (₹)	*The cancellation of booking was due to official reasons
Total			<p align="right">Signature of Head of Department Name Date Designation</p>
			*To be furnished when cancellation charges are claimed