

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						
15/10	14:45	DEL	15/10	17:05	HYD						
17/10	17:40	HYD	17/10	19:55	DEL	E	UK858	Office	0	PIVWPU	Through Company.
						E	UK858		0	PIVWPU	

*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
	Hydr	3	500	→ 1500
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.	15/10	Hydr	Airport	Office	36.4	OLA	763		
2.	15/10	DEL	Office	Airport	28.6	OLA	374		
3.	17/10	Hyd	"	"	35.1	OLA	561		
4.	17/10	DEL	Airport	Home	28	Auto	105		
Total							1803		

CERTIFICATE:

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

Counter signed

Signature

Signature of Employee

(Name & Designation of the Controlling officer)

Date:

