

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							
08/11	8:00am	Amhikapur	08/11	11:45am	Chimani	By Bus		for material	130/-	149		
08/11	3:45pm	Chimani	08/11	5:50pm	Baikunthpur	By Bus		receiving	40/-	211		
09/11	10:30am	Baikunthpur	09/11	12:15pm	Suryapur	By Bus		(LED bulbs)	40/-	121		
09/11	7:00pm	Suryapur	09/11	8:10pm	Amhikapur	By Bus		& Handover bulbs to CSPCL	40/-	285		

*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
1	Koriya	2	950/-	950/-
	D.A	2	600/-	1200/-
	Total			2150/-

NOTE : Please enclose the supporting bill /declaration

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.

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	08/11	Koriya	Bus Stand	godown	12	Auto	45	for material receiving	
2	08/11	Koriya	Koriya - Chimani	memorandum given CSPCL	36	Auto	135	& Handover bulbs to CSPCL EE(our)	
3	08/11	Koriya	Memorandum CSPCL	Bus Stand	4	Auto	12		
4	09/11	Suryapur	Bus Stand	godown	10	Auto	30		
5	09/11	Suryapur	godown	CSPCL Office	15	Auto	56		
6	09/11	Suryapur	CSPCL Office	Bus Stand	13	Auto	49		
					Total		327/-		

CERTIFICATE:

Certified that: 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: 10/11/2017