Tour Allowance Claim Form for UPL Executives CTION I: JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than lind Class and for air journey and bus journey enclose used ticket/folders Arrival Model Train Ticket No./MR Purpose of Departure Amount Remarks No./Bus Ticket & Class No./ Journey Train (Please give Claimed Station of Date Time No. Station Time Date travel Name details) (`) 18/126:10 ことい DEL 18/12 16:33 A49 K9 V 56-341 E 6E-89 9:20 DEL E VNS 19/12 19/12/20:05 *Note: Where tickets are provided by the company the fare may be indicated in remarks column. SECTION II: DETAILS OF CLAIM FOR Boarding /Lodging Boarding & Lodging charges Slab Midnight No. of Rates Station days (00hrs) spent AG C 400 beause 800 Total Total NOTE: Please enclose the supporting bill /declaration to 1. Leave availed (if any) at from 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. Station-Place of Visit Distt. In Amount Means of wise weekly (specify Locality) Purpose (in brief) Kms. Station Date SI No. Travel (`) total (approx) From To **Total CERTIFICATE:** Certified that: I was physically present at the touring station as above for the indicated days. Counter signed Signature of Employee Signature Date: (Name & Designation of the Controlling officer)