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) Purpose of Ticket No./MR Model Train Arrival Departure Amount Journey & Class No./ No./Bus Ticket Remarks Claimed (Please give of Train No. Time Station Station Date Date Time details) travel Name 29115 100 xel, 30111 04 Kochkuyeli Surat Pro Mambal Oct - arn 66+106:00Ahma-0647 Nov. BUS Nov. Pm dabad. *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 (00hrs) spent Rates Station days Principal Surat 680 680 01 Principal Gurat 03 Surot 02 400 1200 Total Total NOTE: Please enclose the supporting bill /declaration 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. Place of Visit Station-Distt. In **Amount** (specify Locality) Means of Purpose (in brief) wise weekly Kms. Date Station SI No. Travel () total (approx) To From Total **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: