

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

Date:- **14/01/18**

CARD CODE	EMPLOYEE NO MC07209	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
Name Sumit K R Duthi		Designation St. Engg		Basic Pay 28,082/-
Department S.L.		H.O Moida		

Section I: Calculation of total TA admissible

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

Section-I	Amount Claimed (to be filled in by the employee)(')	FOR ACCOUNTS DEPTT.									
		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	1363/-										
	Cost of Ticket Dr.										
2. Conveyance charges	150/-										
3. Boarding & loading charges	750/-										
4. Total	2263/-										
Less Advance drawn from:											
	2263/-										
C. NET CLAIM											
		Pay (')..... Net Claim									
		Recover (').....									
D. Refund by cheque											
Cheque No..... Dated											
on for (')											

Accounts Officer

* The cancellation of booking was due to official reasons

Signature of Head of Department
Name
Designation

Name

* To be furnished when cancellation charges are claimed

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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						
4/1/18	9:00 PM	SGNR	5/1/18	05:30 AM	Jairpur	Bud	—		680/-		
5/1/18	10:15 PM	Jairpur	06/1/18	06:00 AM	SGNR	Bud	—		683/-		
									1363/-		

*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
25 hrs	Jairpur	1	750/- (CDA)	750/- (CDA)
Total				Total 750/-

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					
01)	4/1/18	SGNR	Home	Chahal Chowk	5 km	Auto	20/-		
02)	5/1/18	Jairpur	B-Stop	Dargam	7 km	Auto	30/-		
03)	5/1/18	Jairpur	Dargam	Meetha	8 km	Auto	30/-		
04)	5/1/18	Jairpur	Meetha	R-Office	6 km	Auto	20/-		
05)	5/1/18	Jairpur	R-Office	B-Stop	8 km	Auto	30/-		
06)	6/1/18	SGNR	B-Stop	Home	5 km	Auto	20/-		
Total							150/-		

CERTIFICATE:

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

Counter signed

Signature
(Name & Designation of the Regional Officer in charge/BUH)



Signature of Employee

BILL/CERTIFICATE
For Boarding/Lodging Charges

Certified that I have incurred expenditure of not less than Rs. 22631/- towards
boarding/lodging expenses while on tour for 01 days of calendar month January 2018
as per tour programme/s.

Name- Sumit Kr. Jutha

Designation- St. Engg