

Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED TOUR TRAVELLING ALLOWANCE CLAIM	Date:- <u>3/10/17</u>
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CARD CODE	<u>NC07535</u>	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	04 <u>churu dist.</u>
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Name	<u>Kartik Vyas</u>	Designation	<u>Engineer UPL</u>	Scale of Pay	<u>E 1</u>	Basic Pay	
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Department	<u>SLMP Registration</u>	H.O.	<u>Noida</u>
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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	<u>400</u>		
	Cost of Ticket Dr.		
2. Conveyance charges	<u>214.89</u>		
3. Boarding & loading charges	<u>6585.52</u>		
A. Total	<u>7,200.41</u>		
Less Advance drawn from:			
C. NET CLAIM			

Pay ([₹])..... Net Claim

D. Refund by cheque

Cheque No..... Dated
on for ([₹]).....

Recover ([₹]).....

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 IIInd 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						
18/9	9:30	Bikaner	18/9	0:15	Churu	Train	Sachin		170/-		
19/9	11:50	Churu	19/9	1:30	Ratangh	Train	Brigade		45/-		
19/9	6:30	Ratangh	19/9	7:15	Churu	Train	Passenger		10/-		
20/9	10:00	Churu	20/9	11:30	Ratangh	Train	Passenger		15/-		

*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
4 Nights	Churu	4 days	2800 x 4	2400 + 4185.52 (HOTEL)
Total				Total 6585.52

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	18/9	Bikaner	Home	station	6 Km	TAXI	22.62		
2	18/9	Churu	Station	Hotel	3 KM	TAXI	11.31		
3	18/9	Churu	Hotel	N.M.	3 KM	TAXI	11.31		
4	18/9	Churu	N.M.	Hotel	3 KM	TAXI	11.31		
5	18/9	Churu	Hotel	Station	3 KM	TAXI	11.31		
6	18/9	Churu	Station	N.M.	4 KM	TAXI	15.08		
Total									

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 Office In charge/BUH)

Signature of Employee

SECTION I : JOURNEY DETAILS (Please indicate Ticket No. or attach M/R wherever fare claimed is for other than 11nd Class and for air journey and bus journey enclose used ticket/folders)

Note: Where tickets are provided by the company the fare may be indicated in remarks column.

NOTE: If the space provided is insufficient, separate sheet in the same Performance may be attached duly signed by the claimant.

Signature of Employee

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SECTION I : JOURNEY DETAILS (Please indicate Ticket No. or attach M/R wherever fare claimed is for other than 1st 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./M/R No./Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station						
22/9	5:15	Chennai	22/9	9:05	Bahadurpur	Train	Passenger		45/-		

*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
4 nights	Chennai	4 days	4 x 600 = 2400	2400 + 4182.95 = 6582.95
Total				Total 6582.95

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					
13	21/9	Chennai	Hotel	Bahadurpur	2 KM	TAXI	7.59		
14	21/9	Sandh	Bahadurpur	Bahadurpur	3.5 KM	TAXI	13.195		
15	21/9	Sandh	W.N.	Bahadurpur	3.5 KM	TAXI	13.195		
16	21/9	Chennai	Bahadurpur	Hotel	2 KM	TAXI	7.59		
17	21/9	Chennai	Hotel	State	3 KM	TAXI	11.31		
18	22/9	Bahadurpur	State	Home	6 KM	TAXI	22.62		
Total							64.405		214.89

CERTIFICATE:

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

Counter signed

Signature
(Name & Designation of the Regional Office In charge/BUH)

Signature of Employee

BILL/CERTIFICATE
For Boarding/Lodging Charges

Certified that I have incurred expenditure of not less than Rs. 7200/- towards
boarding/lodging expenses while on tour for 4 days of calendar month Sep 2016
as per tour programme/s.

Name- Kartik

Designation- Agm