

**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 11nd 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							
3 <sup>rd</sup> Nov	7:15	Surat	3 <sup>rd</sup> Nov	11:00	B.S.R.	Sleeper	19262- (Kochwal Camp)	POI	150/-	855236920		Attached
4 <sup>th</sup> Nov	19:24	Borivali	4 <sup>th</sup> Nov	22:30	Surat	General			100/-	9873		

\*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
	Vasai Road	1	1800	1611
Total				Total

1611 Rupees (Attached)

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at  from  to

SECTION III : DETAILS OF CONVEYENCE CHARGES CLAIMED

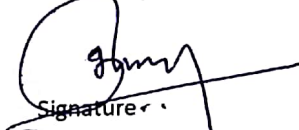
NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

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.	3 <sup>rd</sup>	Vasai	Hotel	Station	12	Auto	45	Pre dispatch Inspection	
2.	3 <sup>rd</sup>	Vasai	Station	Hotel	12	Auto	45		
3.	4 <sup>th</sup>	Vasai	Hotel	POI Centre	8	Auto	25		
4.	4 <sup>th</sup>	Vasai	POI centre	Hotel	8	Auto	25		
Total							140/-		

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: 9/11/2017.