

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						
12/11	9:43	Ambikapur	12/11	3:45	Jashpur	By Bus		for material receiving	130	228	
13/11	3:00	Jashpur	13/11	2:30	Balraup	By Bus		& RWH's handover to CSPDL	130	358	
14/11	1:15	Balraup	14/11	4:00	Ambikapur	By Bus			70	013	

*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
1	Jashpur	2	900	900
1	Balraup	1	500	500
	D.A	3	600	1800
Total				3200

Note:- Due to urgent meeting attending in Ambikapur on 15/11/2017, I leave on 14/11/2017 from Balraup to Ambikapur. But I take approval for 12/11/2017 to 15/11/2017.

3,200

NOTE: Please enclose the supporting bill /declaration

1. Leave availed (if any) at [] from [] to []

SECTION III: DETAILS OF CONVEYANCE 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.	12/11	Jashpur	Bus Stand	godown	45	Auto	169	for material receiving	
2.	12/11	Jashpur	godown	Hotel				& sender saubhagya yojana Durb's are	
3.	13/11	Jashpur	godown	CSPDL office				handover to	
4.	14/11	Balraup	Bus Stand	godown	15	Auto	56	CSPDL E.E (O&M)	
5.	14/11	Balraup	godown	CSPDL office				Jashpur & Balraup.	
Total							225		

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]
Signature of Employee

Date: 15/11/2017