Tour Allowance Claim Form for UPL Executives

ENERGY EFFICIENCY SERVICES LIMITED
TOUR TRAVELLING ALLOWANCE CLAIM

Date: - 13/10/2017

CARD CODE	EMPLOYEE NO.	TOUR COMMENCEMENT DATE	Mth/Days Tour	DESTINATION
NC07029	O/088	09/11/2017	03 Day	Ludhiana Punjab

Name: Sachin Kumar | Designation: Sr. Engg. | Scale of Pay: E1 | Basic Pay: 28540

Department: MuDSM (MEEP) | H.O: Noida

Section I : Calculation of total TA admissible
Note : Cheque drawn in favour of Energy Efficiency Services Limited if net claim is negative.

	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
Section-I			
1. Journey Fares			
By Air			
By Rail & Road	7210		
Cost of Ticket Dr.			
2. Local Conveyance charges	1626		
3- DA+Boarding& loading charges	5832		
A. Total			
Less Advance drawn from:			
C. NET CLAIM	14668		

Pay (`)..... Net Claim

Recover (`).....

D. Refund by cheque
Cheque No..... Dated .....
On for(`).....

Accounts Officer

*The cancellation of booking was due to official reasons

— NA —

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	Amount Claimed (`)	Ticket No./MR No./Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station						
09/11/17	07:20	New Delhi	09/11/17	11:30	Ludhiana	EC	12031	MEEP Kickoff meeting	1750		Self booked
09/11/17	12:00	Ludhiana	09/11/17	13:20	Barnala	AC	By Bus		430	016050	Self booked
09/11/17	18:22	Dhuri JN	9/11/17	19:25	Ludhiana	3A	12421		1080		Self booked
10/11/17	05:15	Ludhiana	10/11	06:13	Malerkotla	3A	16688		1080		Self booked
10/11/17	12:06	Malerkotla	10/11	13:35	Ludhiana	3A	11057		1080		Self booked
11/11/17	18:55	Ludhiana	11/11	23:55	New Delhi	EC	12030		1790		Self booked

Total= 7210/-

*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	Hotel Slab Rates (Per day)	Daily Allowance Rates (Per day)
Principal City	Ludhiana	03 @	1800+216=**2016/-**	600*3=Rs. 1800/- for 3 Days
Total		03 Days	**Rs. 4032/- (For 2 Days)**	**Rs. 1800/-**

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at NA from NA 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) From	Place of Visit (specify Locality) To	Distt. In Kms. (approx)	Means of Travel	Amount (`)	Purpose (in brief)	Station-wise weekly Total
			Saparate Sheet Attach for Local Conveyance						
						Total	**1626**		

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: 14/11/17

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