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 lind Class and for air journey and bus journey enclose used ticket/folders Departure Arrival Model Train Purpose of Ticket No./MR & Class No./ Date Journey **Amount** Time Station Date Time Station of No./Bus Ticket Train (Please give Remarks Claimed travel No. Name details) (`) 6 mg 94100 21:00 CIUM Bong 0 0 ठ Bus 0 *Note: Where tickets are provided by the company the fare may be indicated in remarks column. SECTION II : DETAILS OF CLAIM FOR Boarding /Lodging Boarding & Midnight Slab Lodging charges No. of (00hrs) spent Station days Rates 2 500 1800 **Total** Total 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. Place of Visit Distt. In Station-SI No. Date (specify Locality) Station Means of Amount Kms. Purpose (in brief) wise weekly Travel (`) (approx) From То total Total **CERTIFICATE:** Certified that: I was physically present at the touring station as above for the indicated days. Counter signed Signature Signature of Employee (Name & Designation of the Controlling officer) Date: