

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 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						
12/10/17	6.00	Jaipur	12/10/17	11.00	Delhi	CC	12985	Mou Sign.	494	243761307	
12/10/17	4.30	Delhi	12/10/17	11.15	Jaipur	Volvo			900	45645849	

*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
	Delhi	1	400	
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.

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	12/10/17	Railway St.	Home	Railways	14	Auto	50/-	Mou Sign HO Delhi	
2	12/10/17	Metro St.	Railway	Metro	14	Auto	50/-		
3	12/10/17	Noida	Metro	Noida	14	Metro	50/-		
4	12/10/17	Metro	Noida	Metro	14	Metro	50/-		
5	12/10/17	Bus Stand	Metro	Bus Stand	15	Auto	56/-		
6	12/10/17	Home	Bus Stand	Home	15	Auto	56/-		
Total							312/-		

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 Officer in charge/BUH)

Signature of Employee

[Signature]
31/11/17