

## 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	Remarks
Date	Time	Station	Date	Time	Station					No./Bus Ticket No.	
02/01/2018	10:00 am	Ambikapur	02/01/18	1:00 pm	Balarampur	ordinary	By Bus	Vijala program	60	351	
04/01/18	6:00 pm	Balarampur	04/01/18	9:00 am	Ambika Pur	ordinary	By Buses		60	442	

\*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
2	Babam pur	3	800	1600/-
D.A	Babam pur	3	600	1800/-
		Total		3400/-

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.	2/01/18	Amrikapur	Bus Location	Bus Stand	3.2	Auto	12.00	For LED Tubelight	
2.	03/01/18	Baldagpur	Hotel	BPLC pump Baldagpur	6	Auto	22.62	dispatch (3k Nos.)	
3.	03/01/18	Baldagpur	BPLC R.O.	Academy	6.2	Auto	23.37	for supervision of stickering (label) price tag & Counting	
								for Agreement with BPLC (R.O).	
Total							57.99/-		

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: 05/01/2018

mob: 9039732923