

### 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 (₹)	Bus Ticket No.	Remarks
Date	Time	Station	Date	Time	Station						
18/1/18	08:35	CCU	18/1/18	10:00	Gurukul				NIL		
18/1/18	20:30	Gurukul	18/1/18	22:50	CCU				NIL		
Total											

\*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
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.	18/1/18	Kolkata	Tollygaunge	Dumdum Airport	26	Auto	100	98/-	
	18/1/18	Gurukul	Gurukul Airport	EESL Gurukul office	32	Auto	120		
	18/1/18	Gurukul	Ayaka Bhawan	Gurukul Airport	35	Auto	130		
	18/1/18	Kolkata	Dumdum Airport	Tollygaunge	26	Auto	100	98/-	

Total

460 446/-

#### CERTIFICATE:

Certified that: I was physically present at the touring station as above for the indicated days.

Counter signed

Signature

*Caru!*

*Srijani Datta*  
Signature of Employee

(Name & Designation of the Controlling office)

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**BILL/CERTIFICATE**  
**for Boarding/Lodging Charges**

Certified that I have incurred expenditure of about less than Rs. 0 towards  
boarding/lodging expenses during the 18/12/17 to 18/01/18 days of calendar month

Srijani Datta  
30/01/2018

Name - SRIJANI DATTA  
Designation - PROJECT  
ENGINEER

*Carit*

# Boarding Pass

Get the lowest return fare only at  
GoAir.in

Boarding

Name : Datta/Srijani MS  
From : Kolkata  
To : Guwahati  
Date : 18 Jan 18  
Gate : 23E

Flight No Class Board Time  
G 62 O 08:35  
Seq No. Seat  
19 7A

SECURITY CHECK  
18 JAN 2018

\*Boarding Gate closes 25 mins prior to departure

Frisking of person and checking of hand baggage is mandatory for all passengers.  
Passengers are requested to cooperate with the security staff.  
\*Terms and conditions apply

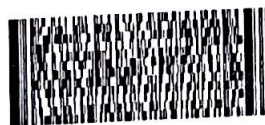
www.GoAir.in SMS G8 Help to 57333

1/17/2018

Select your seat

## Boarding pass (web Check-in)

Don't be late, your flight won't wait



As a courtesy to fellow passengers  
please place your carry-on items in the  
overhead bin above your own seat.

Name MS SRIJANI DATTA  
From Guwahati  
Flight No. 6E6248  
Boarding Time 19:45  
Sequence # 62  
Gate #  
To Kolkata  
Date 18 Jan 18  
Departure Time 20:30  
Class D  
Seat 12F

Thank you for making IndiGo your airline of choice today. Please take your departure gate as the published boarding time. Any customer failing to do so may be refused boarding privileges. Frisking of passengers and checking of hand baggage is a mandatory procedure. Customers are requested to cooperate with security staff. IndiGo website: www.indigo.in. Contact: 1800 120 1234 or 011 661 38 38



Srijani Datta  
30/0/2018