

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 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 details)	Amount Claimed (₹)	Ticket No./MR No./Bus Ticket No.		Remarks
Date	Time	Station	Date	Time	Station							
06/12/18	10: am	Amritkapur	06/12/18	1:00 pm	Balrampur	By Bus	ordinary		60/-	032		
07/12/18	05:30 pm	Balrampur	07/12/18	8:00 pm	Amritkapur	By Bus	ordinary		60/-	495		

*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
1	Balrampur	2	800	800/-
D.A		2	600	1200/-
Total				2000/-

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	06/12/18	Amritkapur	Ghadi Chowk	Bus stand	5 Km	Auto	15/-		
2	06/12/18	Balrampur	Bus stand	CSPO Office	20 Km	Auto	10/-		
3	07/12/18	Balrampur	Bus stand	Police station	17 Km	Auto	65/-		
4	07/12/18	Amritkapur	Ghadi Chowk	Jahpura	6 Km	Auto	22/-		
Total							112/-		

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)

Jitendra Jain
Signature of Employee
Date: 08/12/2018