**DAILY ALLOWANCE (WHICH ON OFFICIAL TOUR) CLAIM REPORT**

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| **SL NO** | **DATE** | **PER DAY DAILY ALLOWANCE RS.600** |
| **1** | **03-11-2017** | **600** |
| **2** | **04-11-2017** | **600** |
| **Total Amount=2days=1200** | | |

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| **Tour Allowance Claim** | | |
| **SL No** | **Section** | **Amount claimed (to be filled in by the employee)(‘)** |
| **1** | **Journey Fares By Air By Rail & Road** | **185** |
| **2** | **Conveyance charges** | **395.85** |
| **3** | **DA** | **1200** |
| **4** | **Hotel bill** | **1600** |
| **5** | **NET CLAIM** | **3380.85** |