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

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| --- | --- | --- |
| **SL NO** | **DATE** | **PER DAY DAILY ALLOWANCE RS.600** |
| **1** | **24-10-2017** | **600** |
| **2** | **25-10-2017** | **600** |
| **3** | **26-10-2017** | **600** |
| **4** | **27-10-2017** | **600** |
| **5** | **28-10-2017** | **600** |
| **Total Amount=5days=3000** | | |

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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** | **300** |
| **2** | **Conveyance charges** | **1986** |
| **3** | **DA** | **3000** |
| **4** | **Hotel bill** | **5376** |
| **5** | **NET CLAIM** | **10662** |