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 | Purpose of |  | Ticket No./MR |  |  |
|  |  |  |  |  |  | & Class | Journey | Amount |  |  |
|  |  |  |  |  |  | No./Bus Ticket | Remarks |  |
| Date | Time | Station | Date | Time | Station | of | (Please give | Claimed |  |
| No. |  |  |
|  |  |  |  |  |  | travel | details) | (`) |  |  |
|  |  |  |  |  |  |  |  |  |
| 27-12-2017 | 09:00 am | Faridabad | 27-12-2017 | 10:30 am | Gurgaon | Bike | For reconciliation of stocks | 169 |  |  |  |
| 27-12-2017 | 11:00pm | Gurgaon | 27-12-2017 | 1:00 pm | Rewari | Bus |  | Tickets  attached |  |  |  |
| 27-12-2017 | 8:30 pm | Rewari | 27-12-2017 | 11:15 pm | Rohtak | Private cab |  | 300 |  |  |  |
| 28-12-2017 | 9:00am | Rohtak | 28-12-2017 | 10:45 | Jind | Bus |  | Tickets attached |  |  |  |
| 28-12-2017 | 5:00pm | Jind | 28-12-2017 | 6:30 pm | Rohtak | Bus |  | Tickets attached |  |  |  |
| 28-12-2017 | 6:45pm | Rohtak | 28-12-2017 | 10:00 | Gurgaon | Private cab |  | 250 |  |  |  |
| 28-12-2017 | 10:05pm | Gurgaon | 28-12-2017 | 11:00 | Faridabad | Bike |  | 169 |  |  |  |
|  |  |  |  |  |  |  |  |  | TOTAL |  |  |
|  |  |  |  |  |  |  |  | 888 |  |  |  |

\*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 | | | | |  | | |  | | Slab | | Boarding & Lodging charges | | | |  |  |
|  | | |  | |  |  |
| (00hrs) spent | | | | | Station | | | No. of days | | Rates | |  | | | |  |  |
|  |  |
|  | | | | |  | | |  | |  | |  | | | |  |  |
|  | | |  | |  |  |
|  | | | | |  | | |  | |  | |  | | | |  |  |
|  | | | | |  | | |  | |  | |  | | | |  |  |
| 27-12-2017 | | | | | Rohtak | | | 1 | |  | | 600 | | | |  |  |
|  | | | | |  | | |  | |  | |  | | | |  |  |
| 28-12-2017 | | | | | Jind | | | 1 | |  | | 600 | | | |  |  |
|  | | | | |  | | | | | Total | | 1200 | | |  |  |
|  | | | | |  | | |  | |  | |  | | | | |
|  | |  |  |  | |  |  | |  | |  | |  |  | | | | |  |
|  |
|  |
|  |

Total

CERTIFICATE:

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

Counter signed

Signature Signature of Employee