

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
TRAVELLING ALLOWANCE BILL (OFFICIAL VISIT/SEMINER & CONFERENCE ATTENDED) - ABROAD

Name : Emp No. :
 Designation : Account Head/Project Code :
 Deptt./Section : Bank Account No. (Preferably Canara Bank) :
 Grade Pay : email id :

1. PARTICULARS OF JOURNEY (from Station to Station)						Mode of journey (Air/Train/ Steamer/Bus)	Fare (Rs.)	Distance Travelled (in km)	Ticket Nos./ Remarks
Departure			Arrival						
Station	Date	Time	Station	Date	Time				

2. PARTICULARS OF LOCAL CONVEYANCE USED			Mode of journey (Auto/Taxi/Car)	Fare (Rs.)	Remarks (Voucher Attached) Yes/No
DATE	FROM	TO			

Please attach:
 (a) Copy of approval of the journey.
 (b) Tickets, where applicable.
 (c) In case of e-ticket (Air), Boarding Pass is mandatory.
 (d) Proof of payments in all cases.
 (e) Copy of Participation Certificate in case of Seminar/ Conference etc.
 (f) All bills should be signed by the claimant.

3. PARTICULARS OF OTHER EXPENSES INCURRED (Please attach proof in all cases)					
Registration Fee	Rs.		Hotel/Lodging Charges	Rs.	
VISA Fee	Rs.		DA	Rs.	
Insurance Premium	Rs.		Other Charges (if any)	Rs.	

4. PURPOSE OF JOURNEY

P.T.O.

Total amount claimed (in Rs.) (Please write “as per rules” if not sure)		FOR OFFICE USE ONLY (FINANCE & ACCOUNTS)			
Advance taken (in Rs.)		Railways/Air/Steamer/Bus Fare (in Rs.)			
Net amount claimed (in Rs.) (Please leave blank if all details are not filled)		Road Mileages (in Rs.) i. @ Rs.....P/KM for.....KMs			
I do hereby certify that: 1. The distances for road journeys shown in the bill are correct to the best of my knowledge, 2. I have travelled in a class of accommodation not lower than the ones for which fares are claimed in this bill and to which I am entitled, 3. The journeys were performed by the shortest routes, 4. The claims for journeys mentioned in this bill have neither been preferred nor paid from any other sources. 5. I <u>was</u> / <u>was not</u> treated as a guest of a Government / an Institution and <u>was</u> / <u>was not</u> allowed free boarding <u>and</u> / <u>or</u> lodging at the expenses of that Government/ the Institution visited, 6. I <u>have</u> / <u>have not</u> availed any free transport of this Institute or anyone else for the journeys for which claims have been made.		Local Conveyance (in Rs.)			
		DA (in Rs.)			
		Accommodation Charges (in Rs.)			
		Others (Registration./VISA/Insurance etc. in Rs.)			
		Total Admissible Amount (in Rs.)			
		Less: Advance (in Rs.) i. Paid to DTA ii.. Paid to Claimant			
		Net Amount (Rupees.....))			
Date:	Signature of the Claimant	Scrutinized by	AR(F&A)	DR(F&A)	
		Approval of the Competent Authority			
		Director/ Registrar/ Dean (FA/R&D/AA/SA/Admn.)/ HOD/HOC			