COMSATS Institute of Information Technology Campus

TRAVELLING ALLOWANCE BILL

	REMARKS				17	
For the Month of	Se (Seshed Se (Seshed Sephed)		For office use	As Per enswollA	16	
Forth	40	Segreta Segreta	For offi	Actual	15	
Pay Rs. Per month	Number of	days for which Daily Allowance is claimed	For office use	At Spl.	14	
	Nun			At Ord. rates	13	
Pay	Distance Travelled by Road **		44	other rates (KM)	12	
Grade / Pay Scale:				At ord. Rates (KM)	11	
Name and Designation: Address:	/ Air			Amount (Rs.)	10	
		Railway Fare / Air Journey *		Number o	6	
	Raily			Class	8	
	Kind of Journey, i.e., by Rail (by Express / Passenger), Air, Road (Taxi, Own Car, Bus, M/Cycle, on Foot etc.)			Car, Bus, M/Cycle, on Foot etc.)	7	
		Arrival		Hours	9	
	alts			Date	5	
	lars of Journey and halts			Station	4	
				Hours	3	
Headquarters	Particulars of	Departure		Date	2	
		٥		Station	-	

* Please attach Air Ticket.

** Please record the distance even if travelled by official vehicle. However, mileage allowance will not be admissible for journey on official vehicle.
*** Attach detailed Hotel Bill/ Rest House Receipt (Printed)

Description	Amount (Rs.)	Contents-Received
Railway, aeroplane fare (col. 10)		
Road distance (for claimed mileage allowance):		
Kilometres @ Rs (col. 11)		
claimed @ Rs(spl) (col. 14)		
Actual Expenses (col. 16)		Signature of Travelling Officer/Official
GROSS TOTAL:		Office:
Less:		
Advance (if any)		Date:
NET CLAIM:		
Rupees (in words):		
		CERTIFICATE
		1. The distance (shown to be travelled in the claim) is correct up to the best of my knowledge.
Detail Of Taxi Charges		2. The amount claimed in this bill has not been drawn
1	Km	previously.
	V	3. I have actually travelled in the class of accomodation/ I have used the mode of conveyance, which I entitled to
2	Km	and as claimed in the bill.
		4. There is no TA/DA advance outstanding
3	Km	against me.
4	Km	5. I will/have not claimed TA/DA for this jouney from my other source.
5	Km	6. Approval of the tour programme, used air
		tickets and hotel receipts are attached.
6	Km	7. For jouney yet to be made, including a part, therfore, it is
o		certified that the journey will be made as shown in the bill.
		Signature of Travelling Officer / Official
		Signature of Travelling Officer / Official
Passed for Rs (In word):		***************************************
Assistant Accountant Assistant Treas	urer	Approved by: