

\* 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)

\*\*\* Attach detailed Hotel Bill/ Rest House Receipt (Printed)



Description	Amount (Rs.)	Contents-Received
Railway, aeroplane fare (col. 10)		<p><b>Signature of Travelling Officer/Official</b></p> <p>Office: .....</p> <p>.....</p> <p>Date: .....</p>
Road distance (for claimed mileage allowance):		
..... Kilometres @ Rs. .... (col. 11)		
..... Kilometres @ Rs. .... (col. 12)		
..... Days for which daily allowance is claimed @ Rs. .... (ord) (col. 13)		
..... Days for which daily allowance is claimed @ Rs. .... (spl) (col. 14)		
Actual Expenses (col. 16)		
<b>GROSS TOTAL:</b>		
<b>Less:</b>		
Advance (if any)		
<b>NET CLAIM:</b>		

Rupees (in words): .....

<u>Detail Of Taxi Charges</u>	<u>CERTIFICATE</u>
<p>1. .... Km .....</p> <p>2. .... Km .....</p> <p>3. .... Km .....</p> <p>4. .... Km .....</p> <p>5. .... Km .....</p> <p>6. .... Km .....</p>	<ol style="list-style-type: none"> <li>1. The distance (shown to be travelled in the claim) is correct up to the best of my knowledge.</li> <li>2. The amount claimed in this bill has not been drawn previously.</li> <li>3. I have actually travelled in the class of accomodation/ I have used the mode of conveyance, which I entitled to and as claimed in the bill.</li> <li>4. There is no TA/DA advance outstanding against me.</li> <li>5. I will/have not claimed TA/DA for this journey from my other source.</li> <li>6. Approval of the tour programme, used air tickets and hotel receipts are attached.</li> <li>7. For journey yet to be made, including a part, therefore, it is certified that the journey will be made as shown in the bill.</li> </ol> <p style="text-align: right;"><b>Signature of Travelling Officer / Official</b></p>

Passed for Rs. .... (In word): .....

<p><b>Checked by:</b> .....</p> <p>Assistant Accountant</p>	<p><b>Verified by:</b> .....</p> <p>Assistant Treasurer</p>	<p><b>Approved by:</b> .....</p> <p>Additional Treasurer</p>
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