

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

TA/ DA CLAIM FOR OFFICIAL TOUR/ DUTY

1. Name of the claimant: _____
 2. Designation: _____
 3. Grade pay: _____
 4. Purpose of journey (with date of meeting): _____
 5. Authority (quote office Order No.): _____
- (If travelled by Air, Boarding pass may be enclosed)

Departure		Arrival		From	To	Distance	Mode of Journey	Fare (₹)	Remarks (Ticket No.)
Date	Time	Date	Time						
(A) TOTAL									

Food Bills Details (Food bills are to be enclosed):-

Date	Break fast	Lunch	Dinner	Total
(B) TOTAL				

Hotel Details (Hotel receipt is to be enclosed):-

Name of Hotel: _____

Registration Number of Hotel: _____

Check In	Check Out	Number of Days	Amount
Date	Time	Date	Time
(C) TOTAL			

Date: _____ Grand Total (A+B+C) ` _____

(less)*Paid by Institute to _____

1. Free Boarding Provided: YES/NO _____ Net Payable ` _____

2. Free Lodging Provided: YES/NO _____ Advance Received ` _____

Balance ` (Paid/Received) _____

Signature of the claimant _____

Signature of the claimant _____

FOR OFFICE USE (ACCOUNTS SECTION)

A/c Head _____

Amount Checked & verified and found correct _____ may be paid.

Superintendent (A/c's)

Assistant Registrar (Admin)

Associate Dean (P&D)

REGISTRAR

DIRECTOR