

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND
TRAVELLING ALLOWANCE BILL

Date: _____

Name _____

PAN

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Designation _____

Aadhar No. _____

Pay Level _____

Bank Account No. _____

Office Order No. & Date _____

Bank Name & IFSC Code _____

A. PARTICULARS OF JOURNEY <i>(mandatory to fill)</i>						Mode of journey (Air/Train/ /Bus/Taxi etc.)	Distance (in km)	Fare (in ₹)	Ticket Nos./Bill No./ Remarks
Departure			Arrival						
Station	Date	Time	Station	Date	Time				
A. Total(₹)									

B. PARTICULARS OF LOCAL TRAVEL			Mode of journey (Taxi/Auto/ Bus etc.)	Vehicle No.	Distance (in km)	Fare (in ₹)	Ticket Nos./Bill No./ Remarks
Date	From	To					
B. Total(₹)							

C. OTHER CHARGES	Period		Bill.no	No. of Days	Rate per day including GST	Amount (in ₹)	Remarks
	From	To					
Hotel/Lodging Charges							
Food Charges							
Other Charges (if any)							
C. Total(₹)							

D. Grand Total (A+B+C) (in words) _____	₹
E. Less : Advance taken, if any _____	₹
F. Net Payable (D-E) (in words) _____	₹

It is certified that the claims made above with tour report are based on the actual amount spent by me and have not been claimed by me and/or paid to me from any other source.

Signature of Claimant with date

Journey verified and forwarded

(Signature of HoD/Section Head/Coordinator)

(FOR OFFICE USE ONLY)

Gross TA/DA passed for ₹ _____ and after adjustment of ₹ _____ Pay ₹ _____ Only.

Dealing Assistant (A/c) Superintendent (A/c) Assistant Registrar (A/c) Assistant Registrar/Registrar