

HALL MANAGEMENT CENTRE
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
TRAVELING ALLOWANCE BILL

Bill No. _____	Vr. No. _____
Head of account _____	Dated _____
Name in full _____	Employee Code No. _____
Hall _____	Designation _____
Basic Pay Rs. _____	

PARTICULARS OF JOURNEY AND HALT

DEPARTURE		ARRIVAL		MODE OF JOURNEY			Actual Exp. Amount Rs.	Ticket No. & Remarks
Station	Date & Time	Station	Date & Time	Rail / Road	Class of Journey	No. of Fares & Kms		

PURPOSE OF JOURNEY AND AUTHORITY :

Ticket No. is to be mentioned for journey made by Train (above 2nd class) as per government rules.

1. Certified that was / was not treated as Guest during my half at.....and was / was not provided with board and lodging/lodging only at State expense / at the expense of Government of India or another organisation.
2. An advance of Rs.....was drawn by me for this purpose on.....and is to be adjusted against the bill.
3. Certified that this claim is not preferred to and paid from any other source.
4. Certified that stayed from.....to.....at.....
 (Name of Hotel / Establishment which provide me Board and Lodging at sanctioned tariffs.

FORWARDED

Signature of Warden / Asstt. Warden

Signature of Employee & Date

	Rs.	Rs.	AUDIT MEMO ENHANCEMENT
1. Train Fare			Checked and Admitted for Rs. Rupees..... Objected to Rs..... Reason for objection.....
2. Road travel in kilometers @..... for prepaid tax* (*normal Institute TA rule be allowed)			
3. Daily allowance claimed fordays@.....per day			
TOTAL :			
4. Deduct TA advance Bill No..... Date.....			
5. Other deduction.....			
NET CLAIM :			Senior Auditor Audit Officer

Rupees

I certify that the above bill in accordance with rules and regulations
and is otherwise in order and passed for Rs.....
(Rupees.....
.....)

Countersigned

Auditor

Chairman

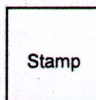
Pay Rs..... (Rupees.....)

Auditor

Chairman

FOR OFFICE USE ONLY

Acquittance payment



Received payment in cash / by cheque no.

Signature