Indian Institute of Technology, Kanpur

Travelling Allowance Bill

Institute A/C No._______________________ Project No.__________________
Name______________________________________ PF / Roll No.________________
Designation__________________________ Department____________________
Basic Pay: Rs_________________ p.m. Purpose of Journey________________

(Instructions are given below. In case of LTC, give details of family members below)

### Particulars of Journey and Halts

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Mode of Journey</th>
<th>Class</th>
<th>Road Kms</th>
<th>Fare (Rs.)</th>
<th>Details of Flight/Train &amp; Tickets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station</td>
<td>Date</td>
<td>Hours</td>
<td>Station</td>
<td>Date</td>
<td>Hours</td>
<td>Total Kms</td>
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Hospitality: Availed on______ days / Not Availed

1. Total Fare: Rs.__________  2. Road Kms: _________ @ Rs._________ = Rs.________
3. Daily Allowance: No. of days: ________@ Rs.________ = Rs.________
4. Other actual expenses incurred: ______________________ = Rs.________

Total Claim (1+2+3+4) = Rs._______ Advance drawn= Rs._______ Net Claim= Rs.__

Certified that all parts of the journey have been performed in accordance with the CERTIFICATE/TICKETS (enclosed)

No. of Enclosures: Date: Signature:

Pay Rupees:

Director

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Assistant Assistant Registrar Dy Registrar (F&A)

Paid in Cash / Cheque No._______________________ dated____________________

Date: ________________________
Cashier
Details of Family Members [In case of Leave Travel Concession (LTC) or Home Town Concession]

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Age</th>
<th>Relationship</th>
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Details of Other Actual Expenses

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Amount (Rs.)</th>
<th>Documents Attached</th>
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</thead>
<tbody>
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INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS

1. Journeys of different kinds and halts should not be entered on the same line.
2. Bills must be properly prepared and submitted within 7 days of completion of journey. Failure to do so may entail recovery of advance, if any drawn, in a single installment, through the salary bill submitted thereafter.
3. Money Receipts/Ticket numbers should be furnished along with the T.A. bill.
4. When the first item of a travelling allowance bills a halt, the date of commencement of halt should be stated in the last column.
5. Hotel bills should invariably enclosed when D.A. is claimed at Hotel rates.
6. A certificate of attendance given by the court or authority should be attached to the bill, if travelling allowance is drawn for attending a Court under summons or otherwise.

CERTIFICATE

Certified that I actually traveled in the class to which I am entitled. It is also certified that I did not perform the road journeys for which the mileage have been claimed at the higher rates by taking a single seat in any public conveyance excluding steamer which plies regularly for heir as prescribed in (SR. 46) between two fixed points at the fixed rates. It is also certified that I did not perform the journey free of charges or without payment or incurring in running expenses. In case of hiring taxi, it is also certified that the hiring of taxi was essential and road mileage is not claimed from any other source.

☐ Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling by canal. (This particular kind should be specified in the bill)
☐ Incase where the Steamer Company has two rates of fare, one inclusive of diet, the “fare”should be held to mean, “fareexclusive of diet.”

Date: ___________ Signature: ________________