

## NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY NEW DELHI

## TRAVELLING ALLOWANCE BILL

Name										
Basic	Pay				F	ay Scale				
Purpose of Journey						Place				
Name of Project										
Tour F	rogramme a	approved fro	om		to	0			**********	
						******				
(State	the period v	vith dates)								
Mone	y receipts/Ti	ckets enclos	sed				• • • • • • • • • • • • • • • • • • • •		(************	
Amou	nt of Advanc	e drawn Rs		Tot	tal amount o	of the Bills Rs		**************		
	Details of Journey					Air / Rail /	Daily	Local	Other	
Date	Departure from			Arrival at		Bus Fare	allowance	conveyance		
	Name of	Name of	Time	Name of	Date &	Paid Rs.	Rs.	Do		
	Station	Train		Station	Time	1.0.	175.	Rs.	Rs.	
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		7								
Date			Signa	ture	*************	Т	otal Rs			

## CERTIFICATE

## (Forming Part of the Travelling Allowance Bill)

- Certified that I have actually undertaken the journey on the dates and by the class/mode of transport mentioned in the T.A. Bill.
- 2. Certified that particulars given in the bill are correct and the local conveyance, if any, claimed in the bill were in connection with official journey and user actually paid by me.

3.	Certified that no free accommodation/transport was provided to me at the place of visit.						
4.	The bill may be settled after adjusting the advance given to me for the tour.						
	Date		(Signature of the claimant)				
	tified that Dr./Mr./Mrs./Miss						
repo	orted back for duty on	FN.					
Date			Administration Deptt.				
	The bill has been verified with the approved worked out as follows:	Tour programme and the amount of	the claim has been checked and				
1.	Air/rail/bus fare	Rs					
2.	Daily allowance	Rs	A				
3.	Local Conveyance	Rs					
4.	Others	Rs	Rs				
LE	SS	8					
1.	Cost of tickets arranged by office	Rs					
2.	Advance paid	Rs	Rs				
	NET AMOUNT PAYABLE/RECOVERABLE		Rs				
	The claim may be approved for Rs and after adjustment of advances, he/she may be Rs he/she may be asked to refund Rs						
			Account Officer				
T.A	. claim approved for Rs	Received Rs					
			Ole imported Oi mark ma				
Sec	cretary/Director		Claiment's Signature				