

TRAVELLING ALLOWANCE BILL FOR TOUR

Note: This bill should be prepared in duplicate one for payment and the other as office copy.

PART - A

(To be filled in by Government Servant)

01.	Name of the Government Servant								
02.	Designation								
03.	Band Pay (+) Grade Pay								
04.	Head Quarters								
05.	Details and purpose of Journey (so Performed)								
Departure		Arival		Mode of Travel and Class of	Fare Paid	Distance in Kms. For road mileage	Duration of Halt (Days & Hours)	Purpose of Journey	
Date & Time	From	Date & Time	To						
ONWARD JOURNEY									
RETURN JOURNEY									
Total (Onward + Return Journey)									
06.	i)	Air	a) Exchange voucher arranged by office						
			b) Ticket/Exchange voucher arranged by						
	ii)	Rail	a) Whether travelled by Mail/Express/Ordinary train?						
			b) Whether return tickets available						
			c) If available, whether return tickets purchased? If not state reason						
	iii)	Road	Mode of conveyance used i.e. by Govt. transport/by taking a taxi, a single seat in a bus						
07.	Dates of absence from place of halt on account of			a) Restricted holiday and casual leave					
				b) Holidays					
08.	Dates on which free board and/or lodging provided by the State or any organization financed by State funds			a) Board only					
				b) Lodging					
				c) Board and Lodging					

09. Particulars to be furnished along with hotel receipts etc. in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariffs.

Period of stay		Name of the Hotel/Lodge	No. of days stayed	Daily rate of lodging charges	Total Amount Paid
From	To				

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. servants is entitle was used.

Date	Name of Places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	To				

If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority, No., and date of the sanction may be quoted

11. Details of journey(s) performed by road between places connected by rail.

Date	Name of places		Fare Paid
	From	To	

12. Amount of T.A. advance if any, drawn:

Certified that the information as given above is true to the best of my knowledge and belief

Date: / /

Signature of the Govt. Servant:

PART - B

(To be filled in the bill section)

01. The entitlement on account of travelling allowance works out to as detailed below: -

a)	Railway/Bus/Steamer fare	
b)	Road mileage by Car @ 16/- per 1 KM	
c)	Total: (a + b):	
d)	Daily Allowance for four days @ Rs. 120/- per day(120x9)	
e)	Gross Total: [c+d]:	
f)	Less: Amount of TA advance, if any drawn vide voucher No.Nil, dated Nil	
g)	Net amount: (f - g):	

(OR)

02. The expenditure is debitible to:

Initial of the Bill Clerk

Signature of the Drawing and Disburing officer

COUNTERSIGNED

SINGATURE OF THE CONTROLING OFFICER

TOUR T.A. BILL

CONSOLIDATED TRAVELLING ALLOWANCE BILL, FOR THE MONTH OF _____, 20

(Separate form should be used in case of establishment in which T.A is chargeable to different head of Account)

01.	Bill No. and date		Head of Account (Major Head/ Minor Head/ Detailed Head)
02.	Token No. and date		
03.	Voucher No. and date		

Sl. No.	Sub-Bill No.	Name and Designation of Government Servant	Gross Claim	Advance Adjustable	Net Amount Payable	Remarks
1	2	3	4	5	6	7
Total:						
Grand Total:						

Deduct undisbursed traveling allowance refunded as per details below:~~~~~ (B)

Net sum required for payment by~~~~~ (A - B)

i)	Cheque for self	
ii)	Cheque in favour of officers as indicated in remarks column	
iii)	Bank Draft in favour of	

Appropriate for 2014-15 expenditure including the Bill:	
Balance:	

2

Under ` 1.00 (Rupees one thousand nine hundred and nineteen only)

Passed for payment ` 0.00 (Rupees one thousand nine hundred and eighteen only)

Certified that the claims included in the bill have been already been paid and office copies of the sub-bills have been suitably cancelled to avoid double payment.

Drawing and Disbursing officer:

Received contents

Drawing and Disbursing officer:

*Details of undisbursed T.A. refunded

Bill No./Sub-Bill No. and date	Name and Designation of Government Servant	Amount
Total:		

Drawing and Disbursing officer:

(For use in the Directorate of Accounts and Treasuries)

Passed for payment of Rs. _____/- (Rupees _____ only
to _____ (DDO by designation/vide details given in the bi
by _____ cheque/bank draft at _____
after disallowing ` _____/- (for reasons to be communicated).

No. and date of cheque delivered _____

Deputy Director of Accounts & Treasuries
Post-check of pre-chedked vouchers

Post-check of vouchers received from cheque drawing DDOs.

Admitted for ` _____

Objected for ` _____

(With brief reasons)

Deputy Director of Accounts & Treasuries

- Note:**
- 1 Claims for journeys on tour and transfer should be grouped and shown separately in the consolidated bill, LTC claims are to be drawn on separate bills as these payments are chargeable to the head "Salaries"
 - 2 Obkjection, if any, on individual claims be got settled by personal contracts over phone or otherwise as far as possible. In cases where delay is anticipated the affected claim may be ignored and the bill passed for payment in respect of other claims found in order.

**DAY TO DAY EXPENDITURE TOWARDS FOOD BILLS ON OFFICIAL TOUR PERFORMED FOR THE PERIOD
FROM - -20 TO - -20 IN RESPECT OF**

Sl. No.	Date	Name of the Hotel and place	Bill Number	Bill Date	Amount	Restricted to eligible amount
Total:						

(Rupees four hundred only)

Drawing and Disbursing officer: