

Travelling Allowance Bill of Establishment of _____

for the month of _____

Name and Desgin	Head Quarters	Actual pay / Pay at the time of transfer	Particulars of journey & halts						Purpose of journey	Kind of journey i.e by road boat rail (mail orord)	Millege by Road or Trolly or Boat or actual expenses					Transportation charges of personal effects				Railway / Steamer/ Air Fair			Daily Allownace			Total of each time		Remarks				
			Departure			Arrival					Means of conveyance	Actual fare paid	No. of Kilometres	Rate	Amount		Weight	Rate	Distance	Amount		Class in which actually travelled	No. of fares	Amount		No of days	Rate		Amount		Rs	P
			Station	Date	Hour	Station	Date	Hour							Rs	P				Rs	P			Rs	P				Rs	P		
			4	5	6	7	8	9							10	11				12	13			14	15				16	17		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
									Total																							
3																																
Appropriation for			19 Rs.																													
Expenditure including this Bill			Rs.																													
Balance			Rs.																													
														Deduct : Undisbursed Travelling Allownace refunded on the reverse																		
														Deduct : Advance of Travelling Allowance on your tour/transfer adjusted as on the reverse.																		
																		Net sum required for Payment														

CERTIFICATE

1. Certified that I have satisfied myself that the amounts included in bills 1 month 2 month 3 month

drawn previous to this date with exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servant therein named and their receipts taken in the office copy of the bill or in a separate acquittance roll.
 2. Also that the journeys for which mileage has been claimed under Supplementary Rule 77 for non - gazetted ministerial or inferior Government servant were made by public or hired conveyance under my orders.
 3. Also that it was necessary for the Government servant for whom having allowance at the headquarters is drawn to keep up the whole or part of their camp equipage during such halt and the expenses incurred on this account was not less than the halting allowance drawn (Supplementary Rule 91)

Station _____ Date _____
 Head Office _____

Passed for Rs. _____ Rupees _____

Principal

Received Contents

Head Office

Pay Rs _____

Rupees (_____)

Checked

S.O (Accts) _____

Date _____

Principal _____

Date _____

RASHTRIYA SANSKRIT SANSTHAN (D.U.) SHRI SADASIYA CAMPUS, PURI (ODISHA)

Travelling Allowance Bill

District _____

Instructions for Preparing Travelling Allowance Bill

1. Journeys of different kinds and journeys and halts should not be entered on the same line. Only one kind of allowance should therefore, be filed in on the same line and its amount carried out separately into the last money column.
2. Permanent travelling conveyance and house allowances should be drawn along with the pay of the Government servant and not in Travelling Allowance Bills
3. Fraction of kilometer in the total of a bill for any one journey for each person should not be changed for
4. When the first item of a Travelling Allowance Bill is a halt, the date of commencement of that halt should be stated in the "Remarks column.
5. If daily allowance is claimed in respect of a road journey the number of kilometers travelled should be entered in column 14 and the daily allowance in column 24 to 26
6. Journey performed beyond Indian territory should indicated separately and the distance travelled should be stated in each case,
7. When travelling allowance is claimed in respect of a journey to and from a hill station it should be mentioned in the "Remarks" column whether or not the halt has exceed ten days



(Space for pre - audit enclosures in respect of bill is submitted for pre audit)

Head of Account _____

Admitted for Rs. _____

Objected for Rs. _____

Reason for objection : _____

S.O. (Accts.) _____

Principal _____