## 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 the Government Servant)

1. Name  
2. Designation  
3. Pay Rs  
4. Headquarter  
5. Details and purposes of journey(s) performed:

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Mode of Travel &amp; Class of Accommodation</th>
<th>Fare paid</th>
<th>Distance in kms, for Road mileage</th>
<th>Duration of halt</th>
<th>Purpose of Journey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Time</td>
<td>From</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


6. Mode of Journey(s):
   (i) AIR
       (a) Exchange voucher arranged by office .............................................. Yes/No.
       (b) Ticket/Exchange voucher arranged by ...................................................

   (ii) RAIL
       (a) Whether travelled by mail/express/ordinary train ................................. Yes/No.
       (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 Government transport by taking a taxi, a single seat in a bus or other in a public conveyance, by sharing with another Government servant in a car belonging to him or to a third person to be specified) ...

7. Dates of absence from place of halt on account of:
   (a) Restricted Holidays and Casual Leave .................................................
   (b) Note being actually in camp on Sundays and Holidays ..........................

8. Dates on which free board and/or lodging provided by the State or any organisation financed by State funds:
   (a) Board only: ............................................................................................
   (b) Lodging only: ..........................................................................................
   (c) Boarding and lodging: .............................................................................

9. Particulars to be furnished along with hotel receipts, etc., in cases where higher rate of Daily Allowance is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariff:

<table>
<thead>
<tr>
<th>Period of Stay</th>
<th>Name of the Hotel</th>
<th>Daily Rate of Lodging Charged</th>
<th>Total Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>Name of the Hotel</td>
<td>Daily Rate of Lodging Charged</td>
</tr>
</tbody>
</table>
10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled to was used.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Places</th>
<th>Mode of Conveyance Used</th>
<th>Class to Which Entitled</th>
<th>Class by Which Travelled</th>
<th>Fare of the Entitled Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE**: If the journey by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Places</th>
<th>Fare Paid</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>Rs.</td>
<td></td>
</tr>
</tbody>
</table>

12. Amount of Advance of Travelling Allowance, if any, drawn. Rs.

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

Date

Signature of the Government Servant
PART - B
(To be filled in by the Bill Section)

1. The net entitlement on account of Travelling Allowance work out to Rs. ________________________
   (Rupees ________________________ ) as detailed below:

   (a) Railway / Air / Bus / Steamer fares
   
   (b) Road mileage for ________________________ Km.

   @ Rs. ________________________ Paise / km

   (c) Daily Allowance:

   (i) _________ days @ Rs. ________________________ per day Rs. ________________________
   (ii) _________ days @ Rs. ________________________ per day Rs. ________________________
   (iii) _________ days @ Rs. ________________________ per day Rs. ________________________
   (iv) _________ days @ Rs. ________________________ per day Rs. ________________________

   (d) Actual expenses ________________________

   Gross Amount ________________________

   (e) Less amount of advance(s) of Travelling Allowance, if any, drawn vide

   Voucher(s) No ________________________ dated ________________________

   Net Amount ________________________

2. The expenditure is debitable to ________________________

Bill Clerk
(initial)

Drawing and Disbursing Officer
(Signature)

Countersigned

Controlling Officer
(Signature)