



भारतीय सूचना प्रौद्योगिकी संस्थान राँची
Indian Institute of Information Technology Ranchi
(An Institute of National Importance under an Act of Parliament)
Ranchi, Jharkhand, India

TRAVELLING ALLOWANCE BILL CLAIM FORM FOR (IIITR EMPLOYEE/ INSTITUTE GUEST/ OTHERS)

PART – A (To be filled in by Government Servant)

1. Name _____ 2. Designation (Deptt) _____
3. Basic Pay _____ 4.Gr Pay _____ 5. Purpose of Journey _____
6. Expenditure Head _____ Institution _____ 7. Contact No (Mobile) _____
8. Details of journey(s) performed: _____

Departure		Arrival		Mode of journey and class of accommodation	Fare paid in Rupees	Distance in KM	Ticket No.	Duration of Halt
Date & Time	From	Date & Time	To					
1	2	3	4	5	6	7	8	9

9. Dates of absence from place of halt on account of :
a) RH and CL _____
b) Not being actually in camp on Sundays and Holidays _____
10. Date on which free board and /or lodging provided by any organization financed by state funds: _____
Board only/Lodging only/Boarding and lodging _____
11. Amount of TA/DA drawn from other organization, if any (please give details) _____
12. Particulars to be furnished along-with hotel / guest house receipts etc., for stay in Hotel/ Guest House / other establishments providing board and / or lodging at scheduled tariffs (please attach hotel bills): _____

Period of Stay (Date and time) From	To	Name of the Hostel / Guest House (whether Govt. or Private)	Bill No and Date	Daily rate of lodging charges (Rs.)	Total amount paid (Rs.)
Details of staying in hotel is in a separate sheet					

13. Details of daily expenses on food (Please attach supporting bills for reimbursement)

S No	Date	Purpose	Cash Memo/ Bill No	Amount

14. Other Expenses:-

1	Local Conveyance Charges	
2	Registration Fee	
3	Other expenses, if any, please mention	

Certified that above expenses is actual and paid by me in connection with food expenses during tour.

- 1 Tour approval
- 2 Food bill
- 3 Hotel Bill

Bank details :-

Bank Name :	
IFSC Code :	
Bank A/c No. :	

Date :

Signature :

Certificate in respect of Official Journey

Period from (date) (date)

- (i) Certified that the mileage claimed in the TA bill is correct to the best of my knowledge.
- (ii) Certified that I did not perform the road journeys for which mileage allowance has been claimed at the higher rate prescribed in rule 48 of supplementary Rule by taking a single seat in any public) fixed rates. Also certify that the journey was not performed in any other vehicle without paying its hire charges or incurring running charges.
- (iii) Certified that journey was performed by the shortest and cheapest route of the entitled class and fares claimed were actually paid by me to the Railway/ Air/ Transport authorities
- (iv) Certified that no such travelling allowance bill for the period mentioned above has been claimed from any other source.
- (v) Certified that I did not avail myself of any casual leave/RH for the days for which Daily Allowance (food/ hotel bills) are claimed.
- (vi) Certified that I did not avail of free boarding and / or lodging at the expense of State Govt or any organization financed from state funds during the days for which food expenditure has been claimed.
- (vii) Certified that I travelled by air to which I am entitled and air tickets were purchased on cheapest fare of the entitled class and mileage earned on the tickets will be used for the official purposes only.
- (viii) Certified that the information as given above is true and correct to the best of my knowledge and belief.

Date:

Signature of Claimant _____

Signature of HOD _____

Part-B (For the use of Accounts Section)

(Rupees)

1.	Rail fare	
	Air fare	
	Road fare	
2.	Road mileage (_____ Kms. @ Rs. _____ per km)	
3.	Accommodation/ Hotel Charges (as per column 12)	
4.	Daily Allowance (Reimbursement of food bills as per column 13): Domestic DA:- Days _____ @ Rs _____ per day Rs. _____ Days _____ @ Rs _____ per day Rs. _____ Days _____ @ Rs _____ per day Rs. _____	
5.	Other Expenses :	
	Local Conveyance Charges	
	Registration Fee	
	Other expenses, if any, please mention	
6.	Gross amount (Rupees _____)	
7.	Less amount of TA Advance drawn if any	
8.	Net amount Payable / Recoverable (Rupees :- _____)	

The above expenses is debitable to :- _____

Dealing Assistant

Asstt. Registrar (Internal Audit)

Dy Registrar

Registrar

Director