

The details of the Food bills:-

Sl No.	Date	Amount	Food Bills	Claimed amount

6. Mode of Journey:

(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?

(b) Whether return tickets available? Yes/No

(c) If available, whether return tickets purchased? If not, state reasons.

(ii) Road –Mode of conveyance used i.e. by Government transport/ by taking a taxi, a single seat in a bus or other 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) R.H. and C.L.

(b) not 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 - No

(b) Lodging only - No

(c) Board and lodging - No

9. Particulars to be furnished alongwith 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	Daily rate of lodging charged Rs.	Total amount paid Rs.
	From	To			
	1		2	3	4
1.					

10. Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used.

Date	Names of places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	To				
1	2	3	4	5	6	7

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	Names of places		Fare paid Rs. P.
	From	To	
1	2	3	4

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.

Signature of the Government servant
Date.....

Part B—(To be filled in the Bill Section)

The net entitlement on account of travelling allowance works out to Rs.....as detailed below:—

- (a) Railways/air/bus/steamer fare Rs.....
- (b) Road mileage for..... Kms.
@.....P/Km Rs.....
- (c) Daily allowance
- (i)days @Rs.....per day.
- (ii) days @Rs.....per day.
- (iii) days @Rs.....per day.
- (d) Actual expenses Rs.....
- Gross amount Rs.....
- (e) Less amount of T.A. advance, if any, drawn vide voucher No dated..... Rs.....
- Net amount Rs.....

2. The expenditure is debitible to

Signature of Drawing and Disbursing Officer.

Countersigned

Initials of bill clerk

Signature of the Controller Office