

# BERHAMPUR UNIVERSITY

## TRAVELLING ALLOWANCE BILL FORM

B. I. A/C No. \_\_\_\_\_

Travelling Allowance bill of \_\_\_\_\_

/Mr./Mrs./Srimati \_\_\_\_\_

address \_\_\_\_\_

Voucher No. \_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_ /Member/Examiner for the

Monthly Pay Rs. \_\_\_\_\_

Headquarters \_\_\_\_\_

Month of \_\_\_\_\_

From		ROUTE		To		Railway fare		Days halted	Distance travelled by road						Purpose of Journey	Remarks														
		Station	Hours of departure	Station	Hours of arrival	Class/distance	Fare		Incidental Charge	10	11	12	13	14			15	16												
2				3		4		5		6		7		8		9		10		11		12		13		14		15		16

Signature \_\_\_\_\_

Certified that I actually travelled in the class in which I am entitled to travel and for which I have charged railway fare in the bill.  
 Certified that the Road-journeys between places connected by rail have been performed in the interest of public service such as saving of time inspection on route.  
 Certified that I have not claimed any T. A. from Govt. or other bodies for the claim now preferred.  
 Certified that I have travelled by my own car bearing No. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and road mileage claimed accordingly.  
 Certified that mileage has not been claimed for the journey performed by University conveyance free of charge.  
 Certified that I was actually and not merely constructively in camp for all the days of the halt for which daily allowance has been claimed.  
 Certified that I was actually travelled by Air/A. C. C. from \_\_\_\_\_ to \_\_\_\_\_ and paid air fare of Rs. \_\_\_\_\_ (Ticket No. \_\_\_\_\_)  
 Certified that I have actually performed journey as mentioned in the bill and that amount claimed is not more than the amount actually spent. I further certify that in the event of any deviation in my return journey to my headquarters which entitles me less T. A. I undertake to refund the differential excess T. A. so paid to me after completion of the journey.  
 (Please strike out whichever is not applicable and certificate No. 8 is essential when T. A. is claimed without completion of return journey).

	Rs.	P.	Signature
Day fare			
.....K. Ms. by road at the rate of.....Paise per K. M.			
.....K. Ms. by bus/by own car/by scooter/by hired car			
.....days for which daily allowance is claimed.			
<b>Head of Service</b>			
<b>TOTAL</b>			



Sanction of Syndicate/Vice-Chancellor/Administrator obtained at page \_\_\_\_\_ & file No. \_\_\_\_\_ authorising to travel by Air/A.C.C./own car/hired taxi/scooter or motorcycles.

Signature of the Officer travelled \_\_\_\_\_ Signature of Officer-in-charge \_\_\_\_\_  
 Certified that he/she has attended the University business on \_\_\_\_\_ for original/adjourned meeting and no bill has been submitted previously for the purpose.  
 The attendance of the member has been taken at page \_\_\_\_\_ of the concerned attendance register.

Countersigned

Signature of the Sectional Head \_\_\_\_\_ Officer-in-charge \_\_\_\_\_