

Maulana Azad

National Institute of Technology-Bhopal-462 003

TRAVELLING ALLOWANCE BILL				Employee Code			
				Designation			
				Department			
				Account Number			
				IFSC Code			
Name				Residential Address			
Purpose of Journey							
Major Expenditure head- Project/CPDA/Institute/TEQIP-II.							
A. Details of Journey							
Departure		Journey		Arrival		Actual fare	Ticket No.
Station	Date	Mode	Class	Station	Date		
Reservation Charges (if any)							
Sub-Total-A							
B. Accommodation & Food Bill Charges							
	Particulars		Days	Rate	Total	Claim Amount	
1.	Hotel Accommodation Charges						
2.	Food Bill Expenses						
					Total		
C. Charges for travel within the City							
Date	Time	Place of Visit		Distance	Purpose	Claim Amount	
		From	To				
					Sub-Total-C		
D. Details of other Expenses (Attach receipts)							

Sl.No	Particulars		Claim Amount	
1.	Registration Fee			
2.	Others if any (Specify) Cancellation Charges			
			Sub-Total-D	
Declaration of the employee			Advance Details	
I hereby declare that the above information given by me is true & correct and in case of any information found false/wrong, I shall be personally held responsible.			Date of Advance	-
Date	Signature		Amount drawn	-
For the use of Accounts Section			Refund(if any)	
TA Bill Passed for Rupees	A		TR No. & Date	-
	B		Amount of Refund	-
	C		Recommended by	
	D			
Total Amount Passed				
			HoD/HoS	
Checked by	Verified by	AR/DR	Approving Authority	