

COLLEGE OF ENGINEERING PERUMON

BILL FOR TRAVELLING ALLOWANCE AND DAILY ALLOWANCE

Places of visit
Purpose

Name :
 Designation :
 Basic Pay as on the date of Journey :
 PART-I TRAVELLING ALLOWANCE

JOURNEY BY TRAIN		DATE	FROM	TO	TIME OF DEPARTURE	CLASS BY WHICH TRAVELLED	DATE AND TIME OF ARRIVAL		DISTANCE	CLAIM		TOTAL
							DATE	TIME		FARE	ALLOWANCE TO - WARDS INCIDENTAL	
JOURNEY BY ROAD		DATE	FROM	TO	TIME OF DEPARTURE		DATE	TIME	DISTANCE	CLAIM @ PER KM	TOTAL	

PARTII-DAILY ALLOWANCE

Halt	PERIOD				PERIOD			CLAIM		TOTAL
	from	Date	Time	Date	No of full days	No of remaining hours	at full rate	at half rate		
Place	Time	Date	Time	Date						
<p>CERTIFICATE: Certified that I actually travelled in the class to which I am entitled. It is also certified that I have undergone this journey for attending..... Also certified that the train and road mileage claimed in this bill is correct to the best of my knowledge and belief. I have not claimed TA/DA for this journey before.</p>										
Place: _____ taken on _____ Date: _____ Advance Rs. _____					PARTII Total claim T.A Part.I Rs. 0 D.A Part.II Rs. 0 Total 0					
FOR OFFICE USE Section _____ Admn. Officer _____					Director _____					

Signature: _____
 Name: _____