




6. Mode of Journey(s):

(i) AIR (a) Exchange voucher arranged by office

.....Yes/No

(b) Ticket/Exchange voucher arranged by .....

(ii) RAIL (a) Whether traveled by mail/express/ordinary trains?

.....Yes/No

(b) Whether return tickets available ? if not, state reasons .....

...

(iii) 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 pf absence from place of half on account of :-

(a) Restricted Holidays and Casual Leave

.....

(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 organization financed by State funds :-

(a) Board only.....

(b) Lodging only.....

(c) Boarding and lodging .....

9. Particulars to be furnished along with hotel receipts etc. in cases where higher rate of Daily Allowance is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariff.

Period of Stay		Name of the Hotel	Daily-rate of lodging charged		Total Amount	
From	To		Rs.	P.	Rs.	P.

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

Date	Name of Places		Mode of conveyance used	Class to which entitled	Class by which traveled	Fare of the entitled Class	
	From	To				Rs.	P.

NOTE:- If the journey by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted.

11. Details of journey(s) performed by road between places connected by rail:

Date	Name(s) of place(s)		Fare paid		Remarks
	From	To	Rs.	P.	

12. Amount of Advance of Traveling Allowance, if any, drawn .....  
Rs.....

Certified that the information, as given above, is true to the best of my knowledge and belief.

Date.....

Signature of the Government servant

**Part –B**  
(To be filled by the Bill Section)

The net entitlement on account of Travelling Allowance works out to Rs.

.....

(Rupees .....) as detailed below:

(a) Railway/Air/Bus/Steamer fare ..... ..  
...

(b) Road mileage for ..... Km.  
@ .....Paise/Km ...

(c) Daily Allowance:

(i) ..... days @ Rs. .... per day Rs. ....

(ii) ..... days @ Rs. .... per day Rs. ....

(iii) ..... days @ Rs. .... per day Rs. ....

(iv) ..... days @ Rs. .... per day Rs. ....

(d) Actual expenses .....

**Gross Amount ...**

(e) Less Amount of advance of Travelling Allowance, if any, drawn vide

Voucher(s) No. ....Dated.....

**Net  
Amount...**

**Rounded  
Off...**

Rs.	P.

2. The expenditure is debitable to:

.....

Bill Clerks  
Disbursing Officer  
(initials)  
(Signature)

Countersigned

Drawing and

Controlling Officer  
(Signature)