

**PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION, BHOPAL**

**TRAVELLING ALLOWANCE BILL**

Bill No..... Date.....

HEAD OF ACCOUNT:.....

NAME :..... Employee ID:.....

DESIGNATION:.....

PAY in the Pay Band:.....A/GP:.....

Particulars of Journey & Halts						Mode of Travel Rail/Air/Bus & PNR/ Tickets No.	Class	No. of Fares	Total Train/ Air/Bus fare	Local conveyance (km)	Fare	Local conveyance Amt.	DA		DA Amt.	Boarding & Lodging Amt.	Purpose of Tour (enclose tour order)
DEPARTURE			ARRIVAL										Days	Rate			
Station	Date	Time	Station	Date	Time												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

**TOTAL (10+13+16+17) = Rs.....**

**CERTIFICATE**

**CLAIMED**

Air/Rail/Bus Fare (Column 11) : Rs.....  
 Local conveyance (Column 13) : Rs.....  
 DA for..... days (Column 16) : Rs.....  
 Boarding & Lodging ((Column 17)  
**Total Claim** : Rs.....  
 Less Advance of TA : Rs.....  
**Net Claim** : Rs.....

**(Rupees..... only)**

Signature  
 Over revenue   
 Stamp with date

Forwarded

.....  
 Signature of the Head of the Div./Centre/Section

.....  
**CONTROLLING OFFICER**

Passed for Rs..... (Rupees.....  
 ..... only)

Date:..... **Sr. Accountant** **A.O./Sr. A.O.**

Paid Rs..... (Rupees.....  
 ..... only)

Vide Cheque/Cash..... dated.....

Date:..... **Sr. Accountant** **A.O./Sr. A.O.**

1. I travelled by the class of accommodation for which travelling allowance has been claimed in the bill.
2. I actually travelled by Mail/Express/Air/Taxi/Bus/Train as claimed in the bill.
3. I was actually and not merely constructively present in the camp for days for which daily allowance has been claimed.
4. I was not on casual leave on the days for which daily allowance has been claimed in the bill.
5. The NCERT or any of its office, conveyance was not utilized for the journey for which road mileage allowance has been claimed in the bill.
6. I did not perform the road journey for which mileage allowance has been claimed at the higher rates prescribed in the rule 146 of the supplementary rule by the taking a single seat in any public conveyances which regularly piles for hire between fixed points and charges fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
7. I did not perform road journey alongwith any other government servant in car belonging to him.
8. I actually travelled by hiring full taxi/vehicle taking single seat in taxi/for which road mileage has been claimed in the T bill.
9. The distance by road for which claim has been preferred is correct to the best of my knowledge and belief.
10. I was not provided with free board and lodging at the expenses of the Central/State Govt./Council or local body or authority.
11. I have not received TA for the journey from any other source.
12. Lodging/Boarding bills claimed are correct to the best of my knowledge and belief.
13. I am liable to refund the amount received if the same is not admissible by the audit.

**Signature of the Claimant**  
**Date:**  
**Place:**