**Project Code:** 

Approval	No.:
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# SPONSORED RESEARCH & INDUSTRIAL CONSULTANCY INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR-721 302

# TRAVELLING ALLOWANCE BILL

Name in full: Deptt./Centre/Section:	1 5
Deptt./Centre/Section:Grade Pay: Rs	Designation: Syndicate Bank A/c -9556

### PARTICULARS OF JOURNEY AND HALT

Depa	arture	Arri	val	Μ	ode of Journe	ey (	Actual Exp. Amount	Ticket No. & Remarks
Station	Date & Time	Station	Date & Time	Air/Rail/ Road	Class of journey	No. of Fares & Kms.	(Rs.)	

#### PURPOSE OF JOURNEY AND AUTHORITY:

\*Ticket No. is to be mentioned for journey made by Air/Train (above 2<sup>nd</sup> class) as per government rule.

1. Certified that I was / I was not treated as Guest during my halt at ...... and was / was not provided with board and lodging / lodging only at State expense / at the expense of the Government of India or another organization.

2. An Advance of Rs.....and is to be adjusted against the bill.

3. Certified that this claim is not preferred to and paid from any other source.

4. Certified that I stayed from \_\_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ (Name of Hotel / Establishment) which provided me Board and Lodging at sanctioned tariffs.

FORWARDED

Signature of HOD//HOC/Section-in-Charge\*/PI

Signature of the employee & Date

\*The signature of HOD / HOC / HOS is required only for faculty members / permanent / staff of the Institute

## FOR OFFICE USE ONLY

	Rs.	Rs.			
1. Air / Train Fare			AUDIT MEMO ENHANCEMENT		
<ol> <li>Road Travel in kilometers @for prepaid taxi**</li> </ol>			Checked and admitted for Rs		
(** Normal Institute TA Rule be allowed)					
3. Daily allowance claimed for days @per day			Objected to Rs Reason for objection		
TOTAL :					
4. Deduct TA Advance drawn					
Bill No					
Date:					
5. Other deduction					
NET CLAIM :			Senior Auditor Audit Officer		
Rupees					
I certify that the above bill is in accordance with	n rules and reg	ulations			
and is otherwise in order and passed for		Cou	ntersigned by Controlling Authority		
Rs (Rupees		)			
Drawing Officer Asstt. Registrar (SRIC)/SAO (FPM) Associate Dean/Dean (SRIC)					
Pay Rs (Rupees)					
			Asst. Registrar (SRIC) / SAO (FPM) (Disbursing Officer)		
FOR US	E IN SRIC OF	FICE ONLY			
	E IN SRIC OF				
FOR US Acquaintance payment	E IN SRIC OF	FICE ONLY			