

Departure		Arrival		Mode of travel and class of accommodation	Fare Paid		Distance in Kms. for road mileage	Duration of halt		Purpose of journey
Date and time	From	Date and time	To		Rs.	P.		Days	Hours	
1	2	3	4	5	6		7	8	9	

6. Mode of journey: -

(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 train?

(b) Whether return tickets available?

Yes/No.

(c) If available, whether return ticket purchased?

If not, state reason.

(iii) Road: -

Mode of conveyance used

i.e. by Govt. transport/by

taking a taxi, a single seat

in a bus or other public

conveyance by sharing with

another Govt. servant in a

car belonging to him or to a

third person to be specified.

7. Dates of absence from
place of half on

account of: -

(a) R.H. and C.L.

(b) Not being actually in camp on

Sundays and Holidays

8. Dates on which free board
and/or lodging
provided by 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 D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at schedule tariffs: -

Period of stay		Name of the Hotel	Daily rate of lodging charged	Total amount paid
From	To			

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	
	From	To				Rs.	P.

NOTE: - If the journey(s) 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	Names of places		Fare paid P.
	From	To	

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

Date.....

Signature of the Government Servant.

Part-B (To be filled in the Bill Section)

1. The net entitlement of traveling allowance works out to `..... as detailed below: -

(a) Railways/Air/Bus/Steamer fare: `.....

(b) Road mileage for.....Kms. @
`.....P/Km.

(c) Daily Allowance

(i).....days @
`.....Per day.

(ii)days @
`.....Per day.

(iii).days @
`.....Per day.

(d) Actual expenses `.....

`.....

`.....

Gross Amount `.....

(e) Less amount of T.A advance if any, drawn vide Voucher

No.....date.....`.....

Net Amount `.....

2. The expenditure is debitable to.....

Initials of bill clerk.

Signature of D.D.O.

Countersigned

Signature of the Controlling officer

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