## INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Travelling Allowance Bill (at old rates - 5<sup>th</sup> CPC)

Name :		To be filled by Admn Section Sr. No. of TA Inward Register
Designation:`		Date of Receipt
Deptt. / Section		
Pay in Pay Band	SALARY CODE NO:	

Particulars of journey and Halts				ie. by Rail (Mail fares Amount		Distance travelled by Road or by trolley for which	days for	journey or	Remarks			
Depar	ture		Arriv	rival		or Passenger), Steamer, Air/Road/trolley		(in Rs.)		which daily allowance	halt	
Station	Date	Hour	Station	Date	Hour	and Class of acmdt.		used e.g. taxi, autorickshaw, Public Bus etc.		is claimed		
1	2	3	4	5	6	7	8	9	10	11	12	13
		99										
			-									
			-									
		,										

Railways, aeroplane or steamer fare (col No.10)	Rs	(1) Certified that distances for road journeys shown in the
Road Mileage i) at Rs per Km. for ii) at Rs per Km. for Bus fare	Kms (Col. No.11) Rs Kms (Col. No.11) Rs Rs	bill are correct to the best of my knowledge and belief.  (2) Certified that I have travelled in a class of accommodation not lower that for which fare were claimed in this bill and to which I am entitled.  (3) Certified that the journeys were performed by the shortest and cheapest route.
Days for which daily allowance is claimed i) at Rs for days ii) at Rs for days  Total amount Less Deduction Advance Paid vide Vr. No  Date	Rs Rs	(4) Certified that I did not perform the road journeys for which mileage allowance has been claimed at the higher rates prescribed in the rule 46 of the S. Rules by taking a single seat in any by public conveyance (excluding a steamer) which plies regularly for hire between fixed points and charge fixed rates. I also certify that the journey were not performed in any other vehicle without payment of its hire
Net Claim	Rs	charges or incurring its running expenses.  (5) Certified that return concessional Rly./ Air ticket was / was not purchased.  (6) Certified that the journey was actually performed by
Dated (Passed for Rs	Signature of the Claimant	<ul> <li>Mail/Express train as stated in the bill</li> <li>(7) An Advance of Rs was drawn by me for this purpose.</li> <li>(8) The claim for journeys mentioned in this bill has not been preferred or nor paid from any other source.</li> <li>(9) Certified that Sundays &amp; Holidays were actually and not</li> </ul>
Checked in Audit (Pre-audited / Post Audited)  Admitted Rs  Disallowed / Added Rs  Cou	ACCOUNTS OFFICER	merely constructively spent in the camp.  (10) Certified that I was / was not treated as guest of a Government or an Institution and was / was not allowed free boarding and / or lodging at the expenses of that Government or the Institution visited.  (11) Certified that I have / have not availed of free transport of this Institution or of any one else.
DIRECTOR / DEAN R&D / Sr. Auditor Audit Officer Forwarded herewith T.A. Claim To : Accounts Section		Signature of the Employee