

	(b) Lodging only (c) Board 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 scheduled tariffs.						
Sr.No	Period of Stay		Name of the hotel	Daily rate of lodging charged in Rs.	Total amount Paid Rs.		
	From	To					
1.							
2.							
10.	Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used.						
Sr.No	Date	Nature of Place		Mode of conveyance used	Class of which entitled	Class by which travelled	Fare of the entitled class Rs.
		From	To				
1.	-	-	-	-	-	-	-
2.							
3.							
4.							
5.							
If the journey (s) by higher class of accommodation has been performed with the approval of competent authority, No and date of the sanction may be quoted.							
11.	Details of journey (s) performed by road between places connected by rail.						
Sr.No	Date	Nature of Place			Rail fare		
		From	To		Rs.	P.	
1.	-	-	-	-	-	-	-
2.							
3.							
4.							
12.	Amount of T.A. advance, if any, drawn			Rs.			

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

Signature of the Government Servant
Date _____

Part – B (to be filled in the Bill Section)

1. The net entitlement on account of Travelling Allowance work out to Rs. _____

As detailed below:-

(a) Railway/Air/Bus/Steamer fare Rs =

(b) Road Mileage =

Food bills =

Accommodation charges =

(c) Daily allowance

(i) day @ =

(ii) days @ Rs. /- per day. =

= Rs.

(d) Actual expenses Rs _____

Gross amount Rs.

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

Voucher No. _____ dated _____

Net

2. The expenditure is debit able to

Initial of Bill Clerk

Signature of Drawing & Disbursing Officer

Counter Signed

Signature of the Controlling Officer

