

GOVT. ENGINEERING COLLEGE, AJMER - 305002

Estd. - 1997

TRAVELLING ALLOWANCE BILL

Name _____

Pay _____

Designation _____

Order No. & Date _____

Station	Particulars of Journey		Mode of Journey & Class of travel Rail/Road/Air etc	Amount of fare & Ticket No.	Incidental Charges			Other Expenses		Distance covered by Road			Daily Allowance for halt			TOTAL	Purpose of Journey			
	Departure Date	Arrival Date			Distance in km.	Rate Rs.	Amount P.	Particulars	Amount	Km.	Rate	Amount	No. of Days	Rate	Amount					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
TOTAL																				

Amount (in words) Rs. _____

Note :- Certificates given below may also please be Signed.

Signature _____

Counter Signed _____

EXAMINED AND FOUND IN ORDER FOR PAV Rs. _____

(FOR OFFICE USE ONLY)

PAID Rs. _____ only

RECEIVED PAYMENT

By Adjustment Rs. _____

In Cash/by Cheque No. _____

By Cash Rs. _____

Dated _____

Please affix Revenue Stamp If amount exceeds Rs. 5000/-

Dated _____ Accountant Dy Registrar Principal

Cashier

Dated Signature of Payee _____

CERTIFICATES:

1. Certified that I was not provided with any free conveyance.
2. Certified that the payment of the bill has not been received before.
3. Certified that the payment of the bill has not been/will not be charged from other source.
4. Certified that the places for which road mileage has been charged are not connected by rail.
5. Certified that I have actually travelled in the same class of accommodation for which travelling allowance has been claimed.
6. Certified that daily allowance has not been claimed by me for Sundays or holidays unless I was actually in camp.

Signature _____