

*Maulana Azad*

**National Institute of Technology-Bhopal-462 051**

<b>TRAVELLING ALLOWANCE BILL</b>				Employee Code					
				Designation					
				Department					
				AGP/ Grade pay					
Name						Residential Address			
Purpose of Journey									
Major Expenditure head- Project/CPDA/Institute/TEQIP-II.									
<b>A. Details of Journey</b>									
Departure		Journey		Arrival		Actual fare		Ticket No.	
Station	Date	Mode	Class	Station	Date				
Reservation Charges (if any)									
<b>Sub-Total-A</b>									
<b>B. Accommodation &amp; Food Bill Charges</b>									
	Particulars			Days	Rate	Total		Claim Amount	
1.	Hotel Accommodation Charges								
2.	Food Bill Expenses(Bills must be attached)								
<b>Sub-Total-B</b>									

C. Charges for travel within the City							
Date	Time	Place of Visit		Distance	Purpose	Claim Amount	
		From	To				
					<b>Sub-Total-C</b>		
D. Details of other Expenses (Attach receipts)							
Sl.No	Particulars					Claim Amount	
1.	Registration Fee						
2.	Others if any (Specify) Cancellation Charges						
					<b>Sub-Total-D</b>		
Declaration of the employee				Advance Details			
I hereby declare that the above information given by me is true & correct and in case of any information found false/wrong, I shall be personally held responsible.				Date of Advance	-		
Date	Signature			Amount drawn	-		
For the use of Accounts Section				Refund(if any)			
TA Bill Passed for Rupees		A		TR No. & Date	-		
		B		Amount of Refund	-		
		C		Recommended by			
		D					
<b>Total Amount Passed</b>							
				HoD/HoS			
Checked by	Verified by	AR/DR		Approving Authority			