



Project Code:

भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
प्रायोजित अनुसंधान एवं औद्योगिक परामर्श
Sponsored Research & Industrial Consultancy (SRIC)

TRAVELLING ALLOWANCE BILL REIMBURSEMENT FORM

Bill No..... dated..... Vr. No.
Head of Account..... Dated
Name in Full Employee Code No.
Deptt./Centre/School/ Designation
Basic Pay : Rs.

PARTICULARS OF JOURNEY AND HALT

| DEPARTURE | | ARRIVAL | | MODE OF JOURNEY | | | Actual exp. Amount (Rs.) | Ticket No. & REMARKS |
|-----------|----------------|---------|----------------|----------------------|---------------------|------------------------|--------------------------------|--------------------------------|
| Station | Date & Time | Station | Date & Time | Air / Rail / Road | Class of Journey | No. of Fares & Kms. | | |
| | | | | | | | | |

PURPOSE OF JOURNEY AND AUTHORITY

* Ticket No. is to be mentioned for journey made by Air/Train (Above 2nd class) as per Government rule.

1. Certified that I was / I was not treated as Guest during my halt atand was / was not provided with board and lodging / lodging only at State expense / at the expense of the Government of India or another organization.
2. An advance of Rs.was drawn by my for this purpose on and is to be adjusted against the bill
3. Certified that this claim is not preferred to and paid from any other source.
4. Certified that I stayed fromtoat(name of Hotel/Establishment) which provided me Board and Lodging at sanctioned tariffs.

FORWARDED.....
Signature of HoS/ PI.....
Signature of the Employee & Date

(FOR OFFICE USE ONLY)

| | | Rs. | P. | |
|--------------------|---|------------|-----------|---|
| 1. | Air / Train fare | | | AUDIT MEMO ENHANCEMENT |
| 2. | Road travel in kilometer @..... for prepaid taxi** (*Normal Institute TA rule be allowed) | | | Checked and admitted for Rs. (Rupees) |
| 3. | Daily allowance claimed for no of days..... A.DA Charges: B.Accomodation charges: C.Registration Fees: D.Other Charges: | | | Objected to Rs. No. of days of Tour: Location of Tour: Project Code: |
| TOTAL : | | | | Reasons for objection |
| 4. | Deduct TA advance drawn Bill No..... Date | | | |
| 5. | Other deduction | | | Senior Auditor Audit Officer |
| NET CLAIM : | | | | |
| Rupees: | | | | |

I certify that the above bill is accordance with rules and regulations and is otherwise in order and passed for

Rs. (Rupees)
.....)

Accountant (SRIC)

Asst. Registrar (SRIC)

COUNTERSIGNED

Dean (SRIC)

Pay Rs. (Rupees)

Asst. Registrar (SRIC)