## TRAVELLING ALLOWANCE REIMBURSEMENT/SETTLEMENT FORM

(Travel for Project/Consultancy related Work)

Name:	Emp. Code:
Dept./Centre:	Designation:
Pay in Pay Band: Rs	Grade Pay/AGP: Rs.
Project/Consultancy No.:	Budget Head:
Purpose of Journey:	
Advance Drawn (Rs.):	Date of drawal:

## INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE/REIMBURSEMENT BILLS:

- 1. Claim must be properly filled in and submitted within 15 days of completion of journey in case advance has been drawn. Failure to do so would entail recovery of advance in single installment from the next salary.
- 2. Money Receipts/Ticket numbers/PNR (in case of travel by rail)/copy of paper ticket or e-ticket with boarding pass (in case of travel by air) should be furnished along with the T.A. bill.
- 3. Hotel/accommodation/lodging bills should invariably be enclosed for claims. In case of domestic travel all the bills for claiming food expenses be attached.
- 4. All contingent expenses claimed for which bills are not available should be self-certified.

## A. Travel between Cities/Countries including local to and fro from Airport/Railway station etc.

	Departu	ıre		Arriva	al	Mode:	K.M. for	Fare
Date	Time	Place	Date	Time	Place	(Air/Train/ Road/ Steamer)	Road/ Train/ Steamer	

S.No.	Particulars	Amount Paid	Receipt Details
Certified	d that		
No. of e	enclosures		
No. of e	enclosures		
	enclosures and that the claimant has made the t	Mobile I	No
Certifie		Mobile I	No
Certifie	d that the claimant has made the t	Mobile I	No
Certifie	d that the claimant has made the t	Mobile I travel and other expense	Nos in connection with the
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