

# Jorhat Engineering College

## TRAVELLING ALLOWANCE BILL

### PART-A (To be filled up by Government servant)

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Designation: \_\_\_\_\_

Grade Pay: \_\_\_\_\_ PAN: \_\_\_\_\_

Purpose of Journey : \_\_\_\_\_

Date(s) of Event: (From -- To) \_\_\_\_\_ Duration: Number of Days: \_\_\_\_\_

Details of Journey:

A) If travelled by Air/ Rail

Departure		Arrival		Fare Paid
Date & Time	From	Date & Time	To	
TOTAL				

B) If travelled by Road :

Departure		Arrival		Name of Service provider with invoice No./ If travelled by own car : Registration Number Total km	Fare Paid
Date & Time	From	Date & Time	To		
TOTAL					

C) Particulars to be furnished along with hotel receipt

Period of Stay		Name of Hotel	Bill/ Invoice No	Daily rate of lodging charge	Total amount paid
From	To				
TOTAL					

12. Amount of T.A. advance. If any, drawn. :

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

Date

Signature of the Govt. servant

**PART-B (To be filled in the Bill Section)**

1. Details of expenditure entitled :

a) Railway/ air/ bus /steamer fare : Rs. \_\_\_\_\_

b) Road mileage for \_\_\_\_\_ Kms @ Rs. \_\_\_\_\_ Per/Km.: Rs. \_\_\_\_\_

c) Daily allowance

(i) \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ /Per Days : Rs. \_\_\_\_\_

d) Accomodation expenses : Rs. \_\_\_\_\_

Gross Amount Rs. \_\_\_\_\_

e) Less amount of advance. If any, drawn vide

Voucher No. \_\_\_\_\_ Dated \_\_\_\_\_ Rs. \_\_\_\_\_

Net amount Rs. \_\_\_\_\_

Verified by:

Signature of Accounts Officer

Signature of Finance Officer

Forwarded for approval

Approved by:

Signature of TEQIP Coordinator

Signature of Principal