

CLAIM FOR REIMBURSEMENT OF TRAVELLING ALLOWANCES
ON OFFICIAL TOUR

Institute Account/Project (Please tick)

1) Employee personal details:

Name of the Employee	:	
Designation	:	
Employee Code	:	
Department	:	
Pay Level	:	
Purpose of Journey (Travel Approval copy to be attached)	:	

2) Particulars of Journey (Air/Train/Road):

Departure		Arrival		Km.	Mode of Travel	Class	Fare Rs.	Remarks
Date & Time	Station	Date & Time	Station					

3) Details of Travelling Expenses within the city (Local train / Road):

Departure		Arrival		Km.	Mode of Travel	Fare Rs.	Remarks
Date & Time	Station	Date & Time	Station				

***mention day to day travelling expenses.**

4) **Details of Hotel Accommodation:**

From	To	Name of the Hotel & Address	Bill No. & Date	Per day charged	Total Amount Rs.	Remarks

5) **Food Expenses:**

Date	Amount (Per Day)	Remarks

***mention day to day food expenses.**

6) Total amount claimed is Rs. _____

Advance drawn if any: Rs. _____

Instructions :

1. Should submit boarding pass/self-certification (From & To) If travelled by Air. (Air Tickets should be booked only through IRCTC/Ashok Travels & Tours / Balmer Lawrie & Co. Ltd.).
2. Money Receipts/ Tickets numbers should be furnished along with the TA bill.
3. Below Pay Level-11 employees should submit a self-certificate (without voucher) for reimbursement of daily travelling expenses and below Pay Level-8 employees should submit self-certificate (without voucher) for reimbursement of hotel accommodation charges.

Date: _____

Signature of the Employee

Verified as per entitlement and admissibility of Rs. _____

(AAO/AO)

Approved and forwarded to Finance for reimbursement as stated above.

(CAO/Director)