INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

An Institute of National Importance

(Autonomous Institution under MOE, Govt. of India & Department of Information Technology & Electronics, Govt. of West Bengal)

Travelling Allowance Bill / Claim Form

Name   :

Employee Code	:	Designation	:
Department	:	Pay Level	:
Place of Visit	:	Period of Leave & Nature of Leave (EL/CL/RH)	:
Date of commencement (Outward) of journey	:	Date of return (Inward) journey	:

1. Details of Journey performed :

Departure		Arrival		Mode of Travel with Class (Air/ Ship/ Train/ Bus)	Fare Paid (Rs.)	Distance (Km.) In case of Road	Ticket No. (PNR)
From	Date & Time	To	Date & Time				

2. Particulars of Accommodation - Hotel / Guest house etc. (Please attach bills)

Period of Stay (Date & Time)		Name of the Hotel / Guest House	Bill. No & Date	Charges per day Inclusive of Tax (Rs.)	Total Amount Paid Inclusive of Tax (Rs.)
From	To				

3. **Claim of local conveyance charges on tour for official purpose (Please attach separate sheet, if necessary)**

From			To			Mode of Transport (Car/ Bus/ Auto)	No. of Km	Amount Paid	Purpose
Date	Time	Place	Date	Time	Place				

4. I hereby declare that I have incurred the following food expenses during my tour from _____ to _____ for which food was not provided free of cost by any organization / Institute.

S. No	Date	Amount (Rs.)	S. No	Date	Amount (Rs.)	S. No	Date	Amount (Rs.)
1.			4.			7.		
2.			5.			8.		
3.			6.			9.		

5. **Other expenses (If any);**

S. No	Details of Expenses	Amount (Rs.)	S. No	Details of Expenses	Amount (Rs.)
1.	Registration Fees		3.	Insurance Charges	
2.	VISA Fess		4.	Other expenses, if any (Please specify)	

6. TA Advance drawn, (if any) Rs._____ Date of drawl:_____

7. Enclosures: a) Tour Approval b) Journey tickets & Boarding pass c) Hotel Bills
   d) Registration e) VISA f) Insurance g) Others

8. Total number of Enclosures:_____ and submitted on:_____

Signature of the claimant with Date

Declaration of the Employee

i) Certified that the mileage claimed in the TA Bill is correct to the best of my knowledge.

ii) Certified that I didn't perform the road journeys for which mileage allowance has been claimed at the higher rate prescribed in rule 46 of supplementary rule. Also certify that the journey was not performed in any other vehicle without paying its hire charges or incurring running charges.

iii) Certified that the journey was performed by the shortest and cheapest route of the entitled class and fares claimed were actually paid by me to the railway / air/ transport authorities.

iv) All claims mentioned in this form correspond to actual expenditure incurred by me for which no reimbursements/claims have been made from any other source (Govt./Private/Others).

v) I was not provided with any free boarding/lodging/conveyance/registration fee waiver/travel coupons for which claim has been made.

vi) Certified that I didn't avail myself of any CL/EL/RH for the days for which daily allowance (Food/Hotel bills) are claimed.

vii)
Certified that I travelled by air to which I am entitled, and air tickets were purchased through the authorized agency only.

viii)
Certified that the claim is made within 15 days of completion of journey in case advance has been drawn. Failure to do so would entail recovery of advance in single instalment from the next salary.

ix) Certified that the information given above is true & correct to the best of my knowledge and belief.

Signature of the claimant with Date
For the use of Accounts Section

S. No	Head	Entitled Amount in Rs.
1.	Air Fare / Rail Fare / Road Fare	
2.	Accommodation / Hotel / Guest House Charges	
3.	Local Conveyance Charges	
4.	Food Expenses	
5.	Registration / VISA / Insurance Charges	
6.	Other expenses (If any)	
7.	Foreign DA, (if applicable) from _____ to _____	
8.	Gross Amount (Rupees._____)	
9.	Less: Amount of TA Advance drawn, if any	

10.	Net Amount (Payable /Recoverable) (Rupees _____)	

Junior Assistant   **Assistant Registrar (Finance)**

Registrar

SANCTIONED
DIRECTOR