

# SHAHED BHAGAT SINGH COLLEGE

Sheikh Sarai (Triveni), Ph-II, New Delhi - 110017

## TRAVELLING ALLOWANCE BILL

Note: To be filled when the distance is more than 8 km one side

### PART - A (To be filled by the college Employee)

1. Name.....
2. Designation.....
3. Basic Pay.....
4. Headquarters Shaheed Bhagat Singh College.....
5. Details and purpose of Journey Performed.....

DEPARTURE		ARRIVAL		MODE OF TRAVEL	FARE PAID ₹	DISTANCE in K.M. For road milage	DURATION of Half Days Hrs.	PURPOSE of Journey
Date & Time 1	From 2	Date & Time 3	To 4					

### CERTIFICATE

Certified that no Government vehicle was used for the journey as mentioned in the bill. The Journey was performed as per the order of ..... The bill is not more than one year old.

Amount of Advance Paid (if any)

Signature of Claimant

Journey verified and the above claim accepted for Rs. ....

Signature of Claimant

(Next higher authority)



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

1. The amount entitled on account of travelling allowances works out to ₹ .....

As below

A. Railway/ Air / Bus / Taxi / Streamer fare ₹ .....

B. Road milage for .....Kms @ ₹ ..... Per Km.

(For those using their own conveyance)

C. Daily Allowances

i) .....Days @ Rs. .... Per day.

ii) .....Days @ Rs. .... Per day.

iii) .....Days @ Rs. .... Per day.

D. Actual Expenses : ₹ .....

.....  
.....  
.....

Gross amount

E. Less amount of T.A. Advance if any, drawn vide cheque No .....

Voucher No..... Dated ..... ₹ .....

Net amount ₹ .....

2. The expenditure is debitable to .....

(Dealing Asstt)

S.O. (A/cs)

Bursar

Principal