Annexure XIV
Travelling Allowance Bill

Name (in Block letters): _____ **Pay ₹:** _____ **D.A. ₹:**_____

Designation: _____ **Total ₹:** _____

Institution Address: _____

Particulars of Journey						*Journey by Rail/Road/Air*			*Details of D.A.*			*Local Journey*				
Departure			*Arrival*					*Fare*								
Station	*Date*	*Time*	*Station*	*Date*	*Time*	*Mode of Journey*	*Class*	*₹*	*Date*	*Rate*	*Amount ₹*	*From*	*To*	*Distance in km*	*Amount ₹*	*Purpose of Journey*
1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*11*	*12*	*13*	*14*	*15*	*16*	17
																18. Remarks if any

1. I certify that I have not drawn TA and/or DA in this connection from any other source. The payment is actually due and is being charged for the first time.
2. I certify that I have actually travelled in the class for which I am charging Railway / Road / Air fare as paid by me.
3. I certify that I did not avail of free boarding and lodging facilities at the out station.
4. Onward journey will be performed as claimed.
5. **Certified that I have traveled by Taxi No/s._____ having valid taxi papers as specified in para 7 of Notification No. IITR/Gen/A-207(Taxi)2006/1590 dated 29th November 2006.**

Signature of claimant

1. Sum of totals in column 9,12 and 16: **₹** _____
2. Advance, if any: **₹** _____
3. Net claim: **₹** _____

Affix one rupee revenue stamp with Cross sign by Claimant

Signature of Claimant

COUNTERSIGNED

CLAIM VERIFIED

Signature of the Convenor **Treasurer**

For Office use only

Pay ₹ _____ **₹ (in words)** _____

_____

Debit to _____

_____

Treasurer **Secretary** **President**