



PROJECT CODE:

**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
RESEARCH & DEVELOPMENT UNIT (R&D)**

TRAVELLING ALLOWANCE BILL REIMBURSEMENT FORM

Bill No..... dated..... Vr. No.
 Head of Account..... Dated
 Name in Full Employee Code No.
 Deptt./Centre/School/ Designation
 Basic Pay : Rs.

PARTICULARS OF JOURNEY AND HALT

DEPARTURE		ARRIVAL		MODE OF JOURNEY			Actual exp. Amount (Rs.)	Ticket No. & REMARKS
Station	Date & Time	Station	Date & Time	Air / Rail / Road	Class of Journey	No. of Fares & Kms.		

PURPOSE OF JOURNEY AND AUTHORITY

* Ticket No. is to be mentioned for journey made by Air/Train (Above 2nd class) as per Government rule.

1. Certified that I was / I was not treated as Guest during my halt at and was / was not provided with board and lodging / lodging only at State expense / at the expense of the Government of India or another organization.
2. An advance of Rs.was drawn by my for this purpose onand is to be adjusted against the bill
3. Certified that this claim is not preferred to and paid from any other source.
4. Certified that I stayed fromtoat(name of Hotel/Establishment) which provided me Board and Lodging at sanctioned tariffs.

FORWARDED

.....
Signature of HoS/ PI

.....
Signature of the Employee & Date

(FOR OFFICE USE ONLY)

		Rs.	P.	
1.	Air / Train fare			<p align="center">AUDIT MEMO ENHANCEMENT</p> Checked and admitted for Rs. (Rupees) Objected to Rs. Reasons for objection
2.	Road travel in kilometer @..... for prepaid taxi** (**Normal Institute TA rule be allowed)			
3.	Daily allowance claimed for no of days.....			
TOTAL :				
4.	Deduct TA advance drawn Bill No..... Date			
5.	Other deduction			
NET CLAIM :				<p align="right"><i>Senior Auditor</i> <i>Audit Officer</i></p>
Rupees:				

I certify that the above bill is accordance with rules and regulations and is otherwise in order and passed for

Rs. (Rupees
.....)

Accountant (R&D)

Asst. Registrar (R&D)

COUNTERSIGNED

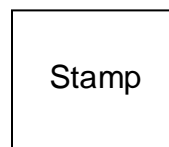
Dean (R&D)

Pay Rs. (Rupees)

Asst. Registrar (R&D)

FOR USE IN CASH SECTION

Acquittance payment



Received payment in cash / by cheque No.....

Signature

Cashier