

G.A.R. 14 -- A

Sub Bill No. _____

TRAVELLING ALLOWANCE BILL FOR TOUR

Note: - This bill should be prepared in duplicate with Tour program approval– one for payment and the other as office copy

PART – A (To be filled up by Government Servant)

1.	Name of the Government Servant								
2.	Designation								
3.	PAY								
4.	Level								
5.	Headquarters								
6.	Details and purpose of journey (s) performed.								
	Departure		Arrival		Mode of Travel & class of accommodation used	Fair paid	Distance in Kms for road mileage	Duration of Halt	Purpose of Journey
	Date & Time	From	Date & Time	To					
	1	2	3	4	5	6	7	8	9
6.	Mode of journey:								
	(i)	Air (a) Exchange voucher arranged by office (b) Ticket /Exchange voucher arranged by						Yes/No	
	(ii)	Rail (a) Whether traveled by mail /express/ordinary train? (b) Whether return tickets available? (c) If available, whether return tickets purchased? If not, state reasons						Yes/No	
	(iii)	Road Mode of conveyance used, i.e. by Government transport/by taking a taxi, a single seat in a bus or other public conveyance/by sharing with another Government servant in a car belonging to him or to a third per to be specified.							
7.	Dates of absence from place of halt on account of (a) R.H. and C.L. (b) Not being actually in camp on Sundays and holidays.								

8.	Dates on which free board and /or lodging provided by the State or any organization financed by State funds: (a) Board Only (b) Lodging only (c) Board and lodging.							
9.	Particulars to be furnished along with hotel receipts, etc., in cases where higher rate of D.A. is claimed for stay in hotel / other establishments providing board and / or lodging at scheduled tariffs.							
S.No	Period of Stay		Name of the hotel	Daily rate of lodging charged in Rs.	Total amount Paid Rs.			
	From	To						
1.								
2.								
3.								
4.								
5.								
10.	Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used.							
S.No	Date	Name of places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class	
		From	To				Rs.	P.
1.	2	3	4	5	6	7	8	
1.								
2.								
3.								
4.								
5.								
If the journey(s) by higher class of accommodation has been performed with the approval of competent authority, No and date of the sanction may be quoted.								
11.	Details of journey (s) performed by road between places connected by rail.							
S.No.	Date	Nature of Place			Rail fare			
		From	To		Rs.	P.		
1	2	3	4	5				
12.	Amount of T.A. advance, if any, drawn			Rs.				

Certified that the information, as given above, is true to the best of my knowledge and belief.

(_____)
Signature of the Government Servant
Date _____

Part – B (To be filled in the Bill Section)

1. The net entitlement on account of Traveling Allowance works out to Rs. _____ as detailed below:-

(a) Railway/Air/Bus/Steamer fare Rs. _____

(b) Road Mileage for _____ Kms.

@ _____ per/kms

(c) Daily allowance

(i) _____ days @ Rs _____ per day.

(ii) _____ days @ Rs _____ per day.

(iii) _____ days @ Rs _____ per day.

Rs. _____

(d) Actual expenses

Rs. _____

Gross amount

Rs. _____

(e) Less amount of T.A.advance, if any, drawn vide
Voucher No _____ dated _____

Rs. _____

Net Amount Rs.

Signature of Drawing & Disbursing Officer

Counter signed

Signature of the Controlling Officer