

Sub-bill No.

T.B.-25A
G.A.R.-14-A

Travelling Allowance Bill for Tour

Note: - This should be prepared in duplicate - One for payment and other as office copy

PART-A

(To be filled up by the Government Servant)

1	Name				:					
2	Designation				:					
3	Pay				:					
4	Headquarters				:					
5	Details and purpose of journey(s) performed:									
	DEPARTURE		ARRIVAL		Mode of travel and class of accommodation	Fare paid (Rs)	Distance in Kms. for road Mileage	Duration of Halt		Purpose of journey
	Date and time	From	Date and time	To				Days	Hrs.	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)		(9)
6	Mode of journey:-									
(i)	Air:-									
	(a)	Exchange voucher arranged by office				:	Yes / No			
	(b)	Ticket / Exchange voucher arranged by				:				
(ii)	Rail:-									
	(a)	Whether travelled by Mail/Express/Ordinary train?				:	Yes / No			
	(b)	Whether return ticket was available?				:	Yes / No			
	(c)	If available, whether return ticket purchased? If not, state reasons				:				

(iii)	Road:-		:				
	<i>Mode of conveyance used i.e. by Govt. transport/by taking a taxi, single seat in a bus or other public conveyance/by sharing with another Govt. servant in car belonging to him or to a third person, to be mentioned.</i>						
7	Dates of absent from place of halt on account of:-		:				
	(i)	R H .and C.L.	:				
	(ii)	Not being actually in camp on Sunday and holidays.	:				
8	Dates on which free board and/or lodging provided by the State or any organisation financed by State funds:		:				
	(a)	Board only	:				
	(b)	Lodging only	:				
	(c)	Board and lodging	:				
9	Particulars to be furnished along with hotel receipt 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:						
	Period of Stay		Name of the Hotel		Daily rate of Lodging charged	Total Amount paid (Rs)	
	From	To					
	10	Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used:-					
Date		Period of Stay & Places		Mode of conveyance used	Class to which entitled	Class in which travelled	Fare of the entitled class (Rs)
		From	To				
(1)		(2)	(3)	(4)	(5)	(6)	(7)

	If the journey(s) by higher class accommodation has been performed with the approval of the competent authority. No. and date of sanction may be quoted. _____						
11	Details of Journey (s) performed by road between places connected by rail:-						
	Date	Name of place		Fare Paid (Rs)			
		From	To				
	(1)	(2)	(3)	(4)			
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.

Date:

(Signature of Government Servant)

PART-B

(To be filled in the Bill Section)

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

(a) Railway / Air / Bus / Steamer fare : **Rs.**

(b) Road mileage for _____ Kms @. Rs. _____ per /Km

(c)	Daily allowance					
	(i)	_____ days	@	Rs. _____	Per days	Rs. _____
	(ii)	_____ days	@	Rs. _____	Per days	Rs. _____
	(iii)	_____ days	@	Rs. _____	Per days	Rs. _____
						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. _____

2. The expenditure is debitable to _____

Initials of Bill Clerk

(Signature of Drawing & Disbursing Officer)

COUNTERSIGNED

(Signature of Controlling Officer)

CERTIFICATE (IN DUPLICATE)

(To be submitted by the Government Servant for Tour T.A. Bill)

Certified that:

1. I actually travelled by mail/express train by the class of account as claimed in the T.A. Bill.
2. I was actually and not merely constructively camp on Sundays and Holidays during the period for which daily allowance has been claimed.
3. I was not on casual leave on any day for which daily allowance has charged in the bill.
4. The distance by the road by which road mileage allowance has been claimed is correct to the best of knowledge and belief.
5. The halts for which full and half daily allowance have been claimed were necessitated by the performance of duty at the place of halt.
6. The journey were performed in the interests of public service and government transport was utilized journeys for which road mileage has been claimed.
7. I was treated/not treated as State Guest during my halt_____ and was not provided with boarding and lodging/ lodging only at State expenses/at the expenses of Government of India or any organisations.
8. No return tickets (Rail) were available for this journey.
9. Return tickets (Rail) were available but were not purchased as the return journey was not expected to be performed within the time for which such tickets were available.
10. I did not perform road journeys for which mileage allowance has claimed at the higher rates prescribed in Rule 46 of the Supplementary Rule by taking as single seat in any public conveyance (excluding steamer) which applies regularly on for hire between fixed point charges fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges incurring its running expenses.
11. I avail myself of/did not avail of credit facilities for booking by air passage with the Indian Airlines Corporation/Air India International by requisition through an exchange order.
12. I travelled by Reserved Accommodation by Rail Requisitioned Ticket for me and no non-entitled person travelled with me. In the Requisitioned Accommodation by purchasing the necessary tickets, I stayed from _____ (date) to _____(date) at _____ (Name of the Hotel) at _____ (name of the place) which provided boarding/lodging at scheduled tariffs.

N.B. Certificates which are inapplicable should be struck off.

Signature _____

Name & Designation _____