



ATAL BIHARI VAJPAYEE-
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT
GWALIOR (M.P.)

Traveling Allowance Bill for Outstation Tours

1. Name :
2. Purpose :
3. Head of Account :
4. Particulars of Journey :

S.No..	Place, time & date of departure	Place, time & date of arrival	Mode of Travel by air/rail/bus & the class by which journey was performed	Actual Fare paid (Rupee Only)

*Please mention whether you have traveled by the eligible class/mode of travel: Yes/No.

5. Particulars of road journey on official duty for which actual expenses are claimed.

S.No	Date	From	To	Mode of Travel by taxi/autorikshaw/bus	Expenses incurred (Rupees Only)
Total (5)					
Total b/f(4)					
Total C.F					

P.T.O.



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Amount in Rs. Only

Balance B/F

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6. (a) Number of days spent on official duty for which daily allowances is claimed

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(b) D.A. Claimed Rs.X.....days

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(c) Hotel Expenses

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7. (a) Total amount claimed

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(b) Less. Amount: TA Advance drawn by cheque/cash on date / /

.....

(c) Net amount claimed

.....

Date:

Signature

Date:

Counter Signature

Paid vide cheque no. dated for Rs.

(Rs. Only).

Towards refund of unspent advance.

Issued cheque no. dated for Rs.

(Rs. Only).

Accountant

Incharge Finance

Director

Received Rs. _____(Rupees_____Only)

By cheque / cash.

Date:

Signature.