



V. No. ....  
Cheque No. ....  
Date .....

Name : ..... Designation ..... Basic Scale Pay .....

Purpose of Tour .....

Departure Details			Arrival Details			Mode of Travel		Fare in Rs.	
Place	Date	Time	Place	Date	Time	Bus/Taxi/ Train /Air	Class with Ticket No.	Rs.	P.
Total Amount (A) in Rs.									

**Total Amount (A) in Rs.**

[illegible]

<b>Hotel / Lodging Charges at</b>	<b>Rs.</b>	
<b>Food Charges</b>	<b>Rs.</b>	
<b>Other Charges (If any)</b>	<b>Rs.</b>	
	<b>Total</b>	

Grand Total (A) Rs. .... + (B) Rs. .... + (C) Rs. .... = Rs. ....

**P.T.O.**

**I do hereby certify that**

1. The distances for road journeys shown in the bill are correct to the best of my knowledge.
2. I have travelled in a class of accommodation not lower than the ones for which fares are claimed in this bill and to which I am entitled.
3. The journeys were performed by the shortest routes.
4. The claims for journeys mentioned in this bill have neither been preferred nor paid from any other sources.
5. I was / was not treated as a guest of a Government / an Institution and was / was not allowed free boarding and / or lodging at the expenses of that government / the Institution visited,
6. I have / have not availed any free transport of this institute or anyone else for the journeys for which claims have been made.
7. Name of Airlines used .....

(if travel is by Pvt. Airlines other than Air India reasons to be provided and cost must not be more than Air India)

Reimbursement of T.A. preferred in Cash/DD .....

**Beneficiary Name :** .....

**A/c No.** .....

**Bank Name** .....

**IFSC Code** .....

**Branch :** .....

**PAN No.** .....

**Signature of Claimant**

**Approval of Rs.** .....

**Dy/Asst. Registrar**

**Section Officer**

**LDC / UDC / Assistant**

**Pay Rs.** .....

**Received Payment of Rs.** .....

**Rupees** .....

**Rupees** .....

.....)

.....)

**Finance Officer**

**Claimant Signature**

**Registrar**