

# Institute of Technology Gopeshwar

## TRAVELLING ALLOWANCE BILL (TEQIP-III)

Bill NO: .....

Date : .....

Name ..... Pan Card NO. .... Bank Name: .....

Designation ..... Aadhar Card No ..... Account No. ....

Pay Band ..... Grade Pay..... Office Order No. & Date..... IFCS Code. /Bank. Add.....

Purpose of Journey.....

| Particulars of Journey |      |      |         |      |      | Mode of Journey & Class of Travel<br>Rail/Road/Air etc. | Amount of fare & Ticket No. | Other Expenses |        | Distance Covered by Road |      |        | Daily Allowance for Half |      |        | Total |
|------------------------|------|------|---------|------|------|---|-----------------------------|----------------|--------|--------------------------|------|--------|--------------------------|------|--------|-------|
|                        |      |      |         |      |      |   |                             | Particular     | Amount | KM.                      | Rate | Amount | NO. Of Days              | Rate | Amount |       |
| Departure              |      |      | Arrival |      |      |   |                             |                |        |                          |      |        |                          |      |        |       |
| Station                | Date | Hour | Station | Date | Hour |   |                             |                |        |                          |      |        |                          |      |        |       |
| 1                      | 2    | 3    | 4       | 5    | 6    | 7   | 8                           | 9              | 10     | 11                       | 12   | 13     | 14                       | 15   | 16     | 17    |
|                        |      |      |         |      |      |   |                             |                |        |                          |      |        |                          |      |        |       |

Counter Signed

Amount (in words) Rs. ....

Signature

CERTIFIED THAT:

|   |   |
|---|---|
| 1. I was not provided with any free conveyance                | 3. That the payment of the bill has not been/will not be charged from other source                                    |
| 2. That the payment of the bill has not been received before. | 4. That I have actually travelled in the same class of accommodation for which travelling allowance has been claimed. |

(OFFICE USE ONLY)

Examined and Found in order Pay Rs. .... ( ) only under.

RECEIVED PAYMENT

Paid Rs. .... Only.

By Account Transfer

DC                      Astd. Account (TEQIP-III)                      Nodal Finance                      TEQIP Coordinator                      Director                      TEQIP Coordinator