**T.R. FORM NO. 23**  
**[See sub-rule (2) of T.R. 4.104]**

<table>
<thead>
<tr>
<th>D. D. O. Code</th>
<th>Bill No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grant No.</th>
<th>T.V./Token No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Head of Account Code</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Travelling Allowance Bill For Tour**

Note – This bill should be prepared in duplicate – one for payment and the other as office copy

**PART A (To be filled up by Government employee)**

1. Name
2. Designation
3. Pay
4. Headquarters
5. Details and purpose of journey(s) performed
6. Residential Address

<table>
<thead>
<tr>
<th>Departure Date &amp; time</th>
<th>Arrival Date &amp; time</th>
<th>Mode of travel and class of accommodation</th>
<th>Fare paid</th>
<th>Distance in kms. for road mileage</th>
<th>Duration of halt</th>
<th>Purpose of journey and Ticket No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>
6. Mode of Journey:
   (i) Air
       (a) Exchange voucher arranged by office Yes/No
       (b) Ticket/Exchange voucher arranged by Yes/No

   (ii) Rail
       Whether travelled by mail/express/ordinary train

   (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 employee in a car belonging to him or to a third person 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 organisation 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.

<table>
<thead>
<tr>
<th>Period of stay</th>
<th>Name of the hotel*</th>
<th>Daily rate of lodging charged</th>
<th>Total amount paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government employee is entitled was used.

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Mode of conveyance and class of accommodation used</th>
<th>Fare paid and Ticket No.</th>
<th>Class to which entitled</th>
<th>Fare of the entitled class</th>
<th>Distance in Km. by road</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; time</td>
<td>From &amp; time</td>
<td>To</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>Rs.</td>
</tr>
</tbody>
</table>

If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority then number and date of the sanction may be quoted in column 10.
11. Details of journey(s) performed by road between places connected by rail.

<table>
<thead>
<tr>
<th>Date and mode of conveyance used</th>
<th>Name of places</th>
<th>Fare paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 2</td>
<td>To 3</td>
<td>Rs. P.</td>
</tr>
</tbody>
</table>

12. Amount of T.A. advance, if any, drawn.

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

( )
Signature of the Government employee
Date______________________________
PART B – (To be filled in the Bill Section)

The net entitlement on account of traveling allowance works out to Rs. ________________ as detailed below:

(a) Railways/air/bus/steamer fair Rs. ________________
(b) Road mileage for ____________kms. Rs. ________________
   @ ______________________ p/km.
(c) Daily allowance Rs.
   (i) ______________________ days @ Rs. __________ per day. ____________
   (ii) ______________________ days @ Rs. __________ per day. ____________
   (iii) ______________________ days @ Rs. __________ per day. ____________
(d) Actual expenses, if any Rs._______________
(e) Less amount of T.A. advance, if any, drawn vide voucher No. _____________________ dated ______________
    Please pay Net Amount Rs._______________
    (in words) Rupees ______________________ only.
    Allotment Received Rs. ______________ Please pay to self by Order Cheque/Account Payee cheque

Progressive Expenditure including this bill Rs. ________________ in favour of ______________________
Balance Available Rs._______________

Bill Clerk Accountant Signature of the Drawing & Disbursing Officer

Countersigned.

Signature of the Controlling Officer
Examined and entered.

Pay Rs. ___________ (Rupees ________________) only

(in words)

as per endorsement overleaf of the Drawing & Disbursing Officer


Dated __________ 20__

For use at the Office of the Accountant General (Audit), West Bengal

Admitted Rs. ________________

Objected Rs. ________________ for reasons stated below.

Dated ____________ 20__ Auditor S.O./A.A.O./Audit Officer