

D.D.O. Code

Grant No.

Head of Account Code

**Travelling allowance Bill for Tour**

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

**PART – A** (To be filled up by the Government Employee)

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

| Departure         |            | Arrival           |          | Mode of Travel<br>and class of<br>accommodation<br>5. | Fare Paid<br>6. | Distance in kms<br>for road<br>mileage<br>7. | Duration of halt<br>8. | Purpose of<br>Journey and<br>Ticket No.<br>9. |
|-------------------|------------|-------------------|----------|---|-----------------|--|------------------------|---|
| Date & Time<br>1. | From<br>2. | Date & Time<br>3. | To<br>4. |   |                 |  |                        |   |
|                   |            |                   |          |   |                 |  |                        |   |

7) *Mode of Journey*

(a) *Air*

(a) *Exchange voucher arranged by Office* Yes/

No. \_\_\_\_\_

(b) *Ticket / Exchange voucher arranged by* Yes/

No. \_\_\_\_\_

(b) *Rail*

*Whether traveled by mail / express / ordinary train*

(c) *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.*

8) *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.*

9) *Dates on which free board and / or lodging provided by the state or any organization financed by State funds:-*

(a) *Board only.*

(b) *Lodging only.*

(c) *Board & Lodging only.*

10) Particulars to be furnished along with hotel receipts, etc., in cases where higher rates 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 |
|----------------|----|---------------------|-------------------------------|-------------------|
| From           | To |                     |                               |                   |
| 1.             | 2. | 3.                  | 4.                            | 5.                |
| 1.             |    |                     |                               |                   |
| 2.             |    |                     |                               |                   |
| 3.             |    |                     |                               |                   |
| 4.             |    |                     |                               |                   |
| 5.             |    |                     |                               |                   |

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

| Departure   |      | Arrival     |    | Mode of conveyance and class of accommodation | Fare paid and Ticket No. | Class to which entitled | Fare of the entitled class | Distance in km by road | Remarks |
|-------------|------|-------------|----|---|--------------------------|-------------------------|----------------------------|------------------------|---------|
| Date & Time | From | Date & Time | To |   |                          |                         |                            |                        |         |
| 1.          | 2.   | 3.          | 4. | 5.  | 6.                       | 7.                      | 8.                         | 9.                     | 10.     |
|             |      |             |    |   |                          |                         |                            |                        |         |
|             |      |             |    |   |                          |                         |                            |                        |         |
|             |      |             |    |   |                          |                         |                            |                        |         |
|             |      |             |    |   |                          |                         |                            |                        |         |
|             |      |             |    |   |                          |                         |                            |                        |         |
|             |      |             |    |   |                          |                         |                            |                        |         |
|             |      |             |    |   |                          |                         |                            |                        |         |
|             |      |             |    |   |                          |                         |                            |                        |         |
|             |      |             |    |   |                          |                         |                            |                        |         |

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 11.

*12) Details of journey(s) performed by road between places connected by rail.*

| Date & Mode of conveyance used | Name of Places |    | Fare Paid |
|--------------------------------|----------------|----|-----------|
|                                | From           | To |           |
| 1.                             | 2.             | 3. | 4.        |
|                                |                |    |           |

*13) 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 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) Railway / air / bus / steamer fare Rs. \_\_\_\_\_  
b) Road mileage for \_\_\_\_\_ kms @ \_\_\_\_\_ p / km. Rs. \_\_\_\_\_  
c) Daily allowance  
i. \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day \_\_\_\_\_  
ii. \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day \_\_\_\_\_  
iii. \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day \_\_\_\_\_ Rs. \_\_\_\_\_  
d) Actual expenses, if any Rs. \_\_\_\_\_

Gross Amount Rs. \_\_\_\_\_

- e) Less amount of T.A. advance, if any drawn vide voucher no. \_\_\_\_\_ dated \_\_\_\_\_ Rs. \_\_\_\_\_

Please pay Net amount Rs. \_\_\_\_\_ Rupees \_\_\_\_\_ (in word) only

Allotment received Rs. \_\_\_\_\_  
Progressive expenditure Rs. \_\_\_\_\_  
(including this bill)  
Balance available Rs. \_\_\_\_\_

Please pay to self by Order Cheque / Account Payee Cheque in favour of \_\_\_\_\_

Signature of Drawing & Disbursing Officer

Bill Clerk

Accountant

Countersigned

Signature of Controlling Officer

**For use at the Treasury**

Examined and entered.

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) (in word) only

As per endorsement overleaf of the Drawing & Disbursing Officer

Accountant / J.A.O.

T.O. / A.T.O.P.A.O. / A.P.A.O.

Dated: \_\_\_\_\_

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

Admitted Rs. \_\_\_\_\_

Objected Rs. \_\_\_\_\_ for reasons stated below.

Dated: \_\_\_\_\_

Auditor

S.O. / A.A.O. / Audit Officer