

Name

Basic Pay

Head Quarter

Departure station	Date & Time	Arrival Station	Date & Time	Purpose of journey	Mode & Class of travel	Actual fair paid/no. of fairs	Local Travel			Transportation Hotel Charges	Daily Allowance			Total of line 7+10+11+14	Rks
							KM	Rate	Amount		No. of days	Rate	Amount		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Rs. (Rupees) i.e.

Personal effects Rs.

Passed for Rs. (Signature of the claimant)

Conveyance Charges Rs.

Less T.A./T.T.A. Adv. Drawn vide

Miscellaneous Charges Rs.

Treasury voucher No. Rs.

Dated

Net Amount payable Rs. Rs. (in words)

Signature of D.D.O.

Continue.....

(See rule S.T.R. 4.38)
TRAVELLING EXPENSES CLAIM FORM

1. Certified that I was not provided with means of locomotion at the expenses of Govt. local fund or a court of wards estate for journeys by road (Rule 292 to 95) for any journey to which T.A. has been claimed.
2. Certified that travelled by rail steamer on all days in the class of accommodation to which I am entitled except on which I travelled by class.
3. Certified that between station connected by rail/viz. To performed the journey by the road transport viz, motor or bus etc, and incurred a sum of Rs. As Road fair which is supported by enclosed actual bus/car ticket.
4. Certified that the Journey by road was performed by motor car/motor cycle (i) which was hired on and all the accommodation of which was reserved by me (ii) which was properly details of which are given below:
5. Certified that I did not performed journey for which mileage allowances has been claimed at the higher prescribed in the rule 224 (D) of T.A. Rule by taken single seat in and Public conveyance excluding a steamer which piles regularly by hire between fixed points and charges fixed rates.
6. Certified that the journey by road was performed by taking a single set in a taxi motor or mini bus of lorry.
7. Certified that the journey beyond the jurisdiction was performed under proper authority.
8. Certified that number of K.M. shown in this bill are correct.
9. Certified that the journey on was performed by mail express train in interest of public service.
10. Certified that I was actually and not merely constructively on camp on Sunday and holidays for whom daily allowance has been claimed.
11. Certified that I was not absent on casual leave during the period for which allowance has been claimed.
12. Certified that during my half at from to while on entry, I continued to incur Extra Expenditure after ten days.
13. Certified that the family member whom for T.A. has been claimed actually travelled with me or followed me on transfer.
14. Certified that the actually expenses incurred as cost of transport of personal effects was not less than the sum claimed in this bill
15. (a) certified that I have used my own Motor Cycle/Scooter No.
 (b) certified that I have used my Motor Cycle/Scooter No which belongs to my friend/relative Sh. who is not a Govt. Servant and all the preclusion charges have been borne by me.
16. Certified that I have actually travelled by my motor cycle/scooter car between the stations connected by rail but claimed as per admissible under these rules.
17. Certified that the journeys claimed by Govt. Jeep trally with log book.
18. Certified that Govt. vehicle was not available for the days for which journey is claimed by other means.

Bill No. & Date:
 Establishment of

1. Treasury Code :
2. D.D.O. Code:
3. Major Head:
4. Sub Major Head:
5. Minor Head:

Voucher No.
 Voucher Date.

- 6 Sub Head/Scheme:
- 7 Plan/Non Plan (P/N):
- 8 Voted/charged(V/C):
9. Demand Number:
10. Object Code:

CERTIFICATES

1. Received the contents of this bill.
2. Certified that the amount being drawn in this bill is in accordance with rules as amended from time to time.
3. Certified that no amounts drawn previously more than 03 months old is lying undisbursed and the amounts drawn 1/2/3 months to this date are being refunded as per details given below.

Name	Period	Amount	Drawn vide Vr. No. & date

APPROPRIATION

Appropriation for the year to Rs.
 Deduct Expenditure (including this bill) Rs.
 Balance Available Rs.
 Passed for Rs. (in words) Rupees

(Signature of controlling officer)

(Signature of DDO)

(For use in Treasury Office)

Pay Rs. Rupees

(Treasury Clerk)

(Asst.)

(Treasury Office)

(For use in A.G. Office)

Admitted for Rs.
 Objected for Rs.
 Reasons of Objection

Signature of Claimant

(Account Officer)