



Details of Family Member (In case of leave Travel Concession (LTC) or Home Town Concession):

Sl.No.	Name	Date of Birth	Age	Relation ship
1				
2				
3				
4				
5				

Details of Other Expenses:

Sl.No.	Particulars	Amount (Rs.)	Documents Attached

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**INSTURCTION FOR PREPARING TRAVELLING ALLOWANCE BILLS**

- 1.Journeys of different kinds and halts should not be entered on the same line.
- 2.Bill must be properly prepared and submitted within 7 days of completion of journey. Failure to do so may entail recovery of advance, if any drawn, in a single installment, through the salary bill submitted thereafter.
- 3.Money Receipts/ Tickets numbers should be furnished along with the TA bill
- 4.When the first item of a traveling allowance bill is a halt, the date of commencement of halt should be Stated in the last column.
- 5.Hotel bills should invariably be enclosed when DA is claimed at Hotel rates
- 6.A Certificate of attendance given by the court or authority should be attached to the bill, if traveling allowance is drawn for attending a court under Summons or otherwise.

***CERTIFICATE***

Certified the I actually traveled in the class to which I am entitled. It is also certified that I did not perform the road journeys for which the mileages have been claimed at the higher rates by taking a single seat in any public conveyance excluding steamer which plies regularly for heir as prescribed in(SR.46)between two fixed points as the fixed rates. It is also certified that I did not perform the journey free of charges or without payment or incurring in running expenses. In case of hiring taxi, it is also certified the hiring of taxi was essential and road mileage is not claimed from any other source.

- Traveling by road includes traveling by sea or river in a steam launch or in any vessel other than a steamer and traveling by canal.(This particular kind should be specified in the bill)
- In case where the steamer company has two rates of fare, one inclusive of diet, the “fare” should be held to mean “fare exclusive of diet”

Date:.....

Signature:.....

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