

INDIAN INSTITUTE OF TECHNOLOGY, BOMBAY
TRAVELLING ALLOWANCE BILL
(at new rates 6th CPC)

To be filled by Admn. Section
 Sr. No. of TA Inward Register
 Date of Receipt _____

Name: _____ Designation: _____ Salary Code: _____

Amount of advance drawn, if any : Rs. _____

Certified that I was on tour from _____ (dt.) to _____ (dt.) for the purpose of _____
 _____ and that I
 travelled by the class and mode of conveyance as indicated below:

1. Claimed fares (Air/Rail/Bus):

Departure			Arrival			Mode of Journey Air/Rail/Road	Class of Journey	PNR No. (If applicable)	Fare in Rs.	Train/ Flight No.
Place	Date	Time	Place	Date	Time					

2. Details of Local Conveyance charges incurred:

Date	Station	Place visited/Travelled		Distance	Mode of travel Taxi/Auto	Fare in Rs.	Remarks
		From	To				

3. Hotels/Guest House charges incurred (Bill to be enclosed):

Station	Name of Hotel	Period of Stay		No. of Days	Mode of travel Taxi/Auto	Expenses in Rs.	Remarks
		From	To				

4. Reimbursement of Food Bills (Bills to be enclosed):

Sr.No.	Date	Bill Details	Amount in Rs.	Sr. No.	Date	Bill Details	Amount in Rs.
1.							
2.							

5.	Further particulars required to be furnished	Replies
a.	i) Whether you availed on Saturday, Sunday & Holidays or any leave during the days of halt? ii) If yes, please give details about the period and date	
b.	Whether the T.A. is to be borne by IIT Bombay/Project/Any other source? Please give expenditure Budget Head if possible.	Budget Head _____

6. Summary of claimed Amount: in Rs.

		To be completed by the Official	To be filled by Office
i)	(a) Fare		
	(b) Conveyance charges		
	(c) Hotel/Accommodation Charges		
	(d) Food/Boarding charges		
	(e) Other claim (Airport Conveyance charges)		
	Total		
ii)	Less: Advance taken on dt.: _____		
	Net Amount		

Signature of the claimant

Signature of the Supervisor

Countersigned

DIRECTOR / DEAN (R & D) / REGISTRAR / H.O.D

Forwarded herewith T.A. claim for necessary action

Admn.

To: Accounts Section

Admitted for Rs. _____

Passed for Rs. _____

Disallowed/Added Rs. _____

Asstt. Registrar

(Audit)

Passed for Rs. _____

Asstt. Registrar (F & A)