

**TRAVELLING ALLOWANCE BILL**

Headquarters .....			Name and Designation: .....				Grade / Pay Scale: .....			Pay Rs. .... Per month		For the Month of .....				
Particulars of Journey and halts						Kind of Journey, i.e., by Rail (by Express / Passenger), Air, Road (Taxi, Own Car, Bus, M/Cycle, on Foot etc.)	Railway Fare / Air Journey *			Distance Travelled by Road **		Number of days for which Daily Allowance is claimed		Accommodation Charges (Actual Expenses) as per dailies		REMARKS
Departure			Arrival				Class	Number of Fares	Amount (Rs.)	At ord. Rates (KM)	At other rates (KM)	For office use		For office use		
Station	Date	Hours	Station	Date	Hours							At Ord. rates	At Spl. Rates	Actual Amount	As Per Allowance	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

\* Please attach Air Ticket.  
 \*\* Please record the distance even if travelled by official vehicle. However, mileage allowance will not be admissible for journey on official vehicle.  
 \*\*\* Attach detailed Hotel Bill/ Rest House Receipt (Printed)