



UNIVERSITY OF PUNE

Vr. No.
Cash/Cheque No.
Date:

**Finance
Deptt.**

T.A. Check Register No.

TRAVELLING ALLOWANCE BILL

- (1) Name : (4) Nature of the Committee (7) Date of business
- (2) Address : (in case of member/examiner) (8) Basic Pay Rs.
- (5) Name of the College (in case of employee)
- (3) Purpose of Journey (6) Designation (in case of employee)

Particulars of Journey/Stay						Kind of Journey Rail/S.T./ Taxi/Own Car/ Air/Class of Accom- modation	Distance Travelled in km.	Ticket No. and Date for 1st class by Rail & Air	Train/Bus/ Taxi fare		D.A.		Total	
Departure			Arrival						10		11		12	
Date	Time	Station	Date	Time	Station				Rs.	P.	Rs.	P.	Rs.	P.
1	2	3	4	5	6	7	8	9						
Grand Total														

Certificates and Declaration

- (1) I hereby declare that no travelling allowance from any public or semi-public authority for a part of or whole of the Journey in respect of the bill claimed by me.
- (2) I further declare that I have travelled via by Railway by 1st class/Ind class/S.T./Private Car (singly/with other members) and shall perform the return journey in the same manner.
- (3) I have not availed of Railway concession.
- (4) I hereby certify that board & lodging was/were not supplied free of charge by the Convener of the Conference/Seminar.
- (5) I was appointed as a member of Local Inquiry Committee/as a delegate vide University letter No.
- (6) The report of the L.I.C. is enclosed.

Signature
Chairman/CAP Director

Budget Head : T. A.
Code No. :

Payment Received

Revenue
Stamp
if over
Rs. 5000

Passed for Rs. P.
(Rupees

Date :

S.O. I.A. A.F.O./D.F.O. F.A.O.
(Bills) (Audit)

Pay Rs.

Signature (claimant).

- (i) Certified that Shri was asked to go to the centre(s)/Station(s) to The dates & timing mentioned in the claim are verified and found correct.
- (ii) The dates mentioned in the claim are verified with the programmes.

(Signature)
Section-Officer

[P.T.O.]

Note :—Please use the backside of the bill, if the space is insufficient.

FAO / BL - 44 / 0 / 01.05.01

