

PART - B

(To be filled in by the Bill Section)

Form T.R. 25/G.A.R. 14-A
(Sub-bill)
Tour

दौरे के लिए यात्रा भत्ता बिल

Sub-bill No.

TRAVELLING ALLOWANCE BILL FOR TOUR

(Note: This bill should be prepared in duplicate-one for payment and the other as office copy)

PART - A

(To be filled in by the Government Servant)

1. Name..... 2. Designation.....
3. Pay ₹..... 4. Headquarters.....
3. Details and purposes of journey(s) performed :-

Departure			Arrival			Mode of Travel & Class of accommodation	Fare Paid	Distance in kms for Road mileage	Duration of halt	Purpose of journey
Date	Time	From	Date	Time	To					

1. The net entitlement on account of Travelling Allowance works out to ₹..... Rupees..... as detailed below :

(a) Railways / Air / Bus / Steamer fares

(b) Road mileage forkms.
@.....Paise/km.

© Daily Allowance :

(i)days @ ₹.....per day ₹

(ii)days @ ₹.....per day ₹

(iii)days @ ₹.....per day ₹

(iv)days @ ₹.....per day ₹

(d) Actual expenses.....

	Rs.	P.
Gross Amount		
(e) Less amount of advance of TA., if any, drawn-vide Voucher No..... Date		
Net Amount...		

2. The expenditure is debitable to

Bill Clerk (initial)

Signature of Drawing & Disbursing Officer

Countersigned.

Signature of the Controlling Officer

5. Mode of journey(s) :
(I) AIR (a) Exchange voucher arranged by office _____ Yes / No
(b) Ticket /Exchange voucher arranged by _____
(ii) RAIL (a) Whether travelled bymail/express/ordinary train? _____ Yes / No
(b) Whether return tickets available _____
(c) if available whether return tickets purchased? if not, state reasons _____
(iii) ROAD Mode of conveyance used (i.e.by Government transport / by taking a Taxi, a single seat in a bus or other public conveyance, by sharing with another Government servant in a car belonging to him or to a third person to be specified.) _____

7. Dates of absence from place of halt on account of:-
(a) Restricted Holidays and Casual Leave _____
(b) Not being actually in camp on Sundays and Holidays _____

8. Dates on which free board and/or lodging provided by the State or any organisation financed by state funds:-
(a) Board only _____
(b) Lodging only _____
(c) Boarding and lodging _____

9. Particulars to be furnished along with hotel receipts etc., in cases where higher rate of Daily Allowance is claimed for stay in hotel / other establishments providing board and / or lodging at scheduled tariff :

Period of Stay		Name of the Hotel	Daily rate of lodging charged	Total Amount paid
From	To			

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used :

Date	Name of Places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class	
	From	To				₹.	P.

Note : If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted.

11. Details of journey '(s) performed by road between places connected by rail :

Date	Name(s) of Place(s)		Fare Paid		Remarks
	From	To	₹.	P.	

12. Amount of Advance of Travelling Allowance, if any, drawnRs.....

Certified that the information, as given above, is true to the best of my knowledge and belief.

Date.....

Signature of the Government servant