

10.	Particulars of Journey for which higher class of accommodation than the one to which employee is entitled was used			
	Date	Name of place	Mode of conveyance used	Class to which entitle
	If the journey (s) by higher class accommodation has been performed with the approval of Competent authority, No & Date of approval may be quoted			
11	Details of journey(s) performed by road between place connected by rail /air			
	Date	From	To	Fare
12.	Amount of TA advance, if any drawn			YES/NO:
	Date of advance drawn	By cash /cheque	Cheque No & Date	Amount

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

Date:

(Signature of Employee)

BILL NO:

DATE:

PART – B (to be filled by Accounts Section)

Passed for payment the entitlement on account of T.A. (as details below)Rs.....

(Rupees)only

Sl.	Item	Claimed	Entitlement (Rs.)
1.	Fare: Air - Train - Bus - Hired vehicle/Taxi:		
2.	Accommodation charge		
3.	Food Bills		
4.	Travel charge within the city		
5.	Other expenses		
6.	Less: Advance TA paid Bill No..... Date:.....		
7.	Net amount payable /recoverable		

(Rupees)only

(D/Asstt)

(Accountant)

(Accounts Officer)

Countersigned by

Director/DDO