COMSATS University IslamabadVehari..... Campus

TRAVELLING ALLOWANCE BILL

| | Headquarters Name and Designation: Vehari Particulars of Journey and halts Name and Designation: Vehari Campus Kind of | | | | | | | | Grade / Pay Scale: | | Pay Rs Per month | | For the Month of | | | | |
|---------|---|----------------------------------|---------|------|--|---|-------|-------------------------------------|-----------------------|---|---------------------|---|---------------------|--------------------|---------|---------|----|
| I | | rs of Journey and halts Arrival | | | Kind of Journey, i.e., by Rail (by Express / | | | Distance Travelled by Road ** | | Number of days for which Daily Allowance | | A St. | | Purpose of Journey | REMARKS | | |
| Station | Date | Hours | Station | Date | Hours | Passenger), Air, Road (Taxi, Own Car, Bus, | Class | Number of Fares | Amount (Rs.) | At ord. Rates (KM) | At other rates (KM) | At Ord. rates | At Spl. Rates | Particulars | Amount | Purpose | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | | | | | | | | | | | | | | | | |

^{*} 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)

| Description | Amount (Rs.) | | | | | |
|--|--------------|--|---|--|--|--|
| Railway, aeroplane fare (col. 10) Road distance (for claimed mileage allowance):(col. 11) | | Contents-Received | | | | |
| | | | Signature of Travelling Officer/Official Office | | | |
| Actual Expenses (Col. 16) | | | Dated: | | | |
| GROSS TOTAL | | | | | | |
| Less: Advance etc. if any | | 1 | | | | |
| NET CLAIM | | | | | | |
| HEAD OF ACCOUNT CIIT T.A./D.A. Vehari CAMPU Detailed Head T.A./D.A. | 1. | CERTIFICATE The distance (shown to be travelled in the claim) is correct up to the best of my knowledge | | | | |
| Budget Provision under the above mentioned head: | 2. | The amount claimed in this bill has not been drawn previously | | | | |
| For the Year Up to date Expenditure (including this bill) | Rs | | I have actually travelled in the class of accommodation/I have used the mode of conveyance, which I entitled to and as claimed in the bill. | | | |
| Balance | Rs | 4. | There is no TA/DA advance outstanding against me. | | | |
| Remarks: | | 5. | I will/have not claimed TA/DA for this journey from my other source. | | | |
| | | 6. | Approval of the tour programme, used air tickets and hotel receipts are attached. | | | |
| | | 7. | For journey yet to be made, including a part, thereof, it is certified that the journey will be made as shown in the bill. | | | |
| | | | Signature of Travelling Officer/Official | | | |
| Passed for Rs: | | | Controlling Officer | | | |
| | | Î | | | | |
| Passed for Rs:(In words) | | • • • • • | | | | |
| Checked by: Verif | fied by: | | Approved by: | | | |
| Observation/requirements yet to be completed (if an | ny): | | | | | |