

**COMSATS University Islamabad
.....Vehari..... Campus**

TRAVELLING ALLOWANCE BILL

Headquarters Vehari			Name and Designation: Address: Vehari Campus						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,	Railway Fare / Air Journey *			Distance Travelled by Road **		Number of days for which Daily Allowance is		Actual Expenses ***		Purpose of Journey	REMARKS		
Departure			Arrival				Class	Number of Fares	Amount (Rs.)	At ord. Rates (KM)	At other rates (KM)	At Ord. rates	At Spl. Rates	Particulars	Amount				
Station	Date	Hours	Station	Date	Hours	8										9	10	11	12
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)		<p style="text-align: center;">Contents-Received</p> <p style="text-align: center;">Signature of Travelling Officer/Official</p> <p style="text-align: center;">Office.....</p> <p style="text-align: center;">Dated:</p>
Road distance (for claimed mileage allowance): Kilometre @ Rs.....(col. 11)		
..... Kilometre @ Rs.....(col. 12)		
..... Days for which daily allowance is Claimed @ Rs (Ord.) (col.13)		
..... Days for which daily allowance is Claimed @ Rs (Spl.) (col.14)		
Actual Expenses (Col. 16)		
GROSS TOTAL		
Less: Advance etc. if any		
NET CLAIM		
HEAD OF ACCOUNT CIIT T.A./D.A. Vehari CAMPUS Detailed Head T.A./D.A.		
Budget Provision under the above mentioned head: For the Year..... Rs..... Up to date Expenditure (including this bill) Rs..... Balance Rs.....		
Remarks:		
Passed for Rs:.....		
<i>Controlling Officer</i>		
Passed for Rs:(In words)		
Checked by:	Verified by:.....	Approved by:.....
Observation/requirements yet to be completed (if any):		