

G.A.R. 14 A

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 up by Government servant)

1. Name
2. Designation
3. Pay
4. Head-quarters
5. Details and purpose of journey (s) performed.

Departure		Arrival		Mode of travel and class of accommodation	Fare paid	Distance in Kms. for road mileage	Duration of halt	Purpose of journey
Date and time	From	Date and time	To					
1	2	3	4	5	6	7	8	9
					Rs. P.		Days hrs	

6. Mode of Journey:

- (i) Air
- (a) Exchange voucher arranged by office Yes/No
- (b) Ticket/Exchange voucher arranged by _____
- (ii) Rail
- (a) Whether travelled by mail/express/ordinary train?
- (b) Whether return tickets available? Yes/No
- (c) If available, whether return tickets purchased? If not, state reasons.

(ii) 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) R.H. and C.L.
- (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) Board and lodging

9. Particulars to be furnished alongwith hotel receipts etc. in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariffs.

	Period of stay		Name of the hotel	Daily rate of lodging charged	Total amount paid
	From	To			
	1		2	3	4
				Rs.	Rs.
1.					
2.					
3.					
4.					
5.					

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

Date	Names of places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	To				
1	2	3	4	5	6	7
						Rs. P.
1.						
2.						
3.						
4.						
5.						

If the journey (s) by higher class of accommodation has been performed with the approval of the competent authority, No. and date of the sanction may be quoted.

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

Date	Names of places		Fare paid
	From	To	
1	2	3	4
			Rs. P.

12. Amount of T.A. advance, if any, drawn.

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

Signature of the Government servant

Date.....

Part B—(To be filled in the Bill Section)

The net entitlement on account of travelling allowance works out to Rs.....as detailed below:—

(a) Railways/air/bus/steamer fare Rs.....

(b) Road mileage for..... Kms.
@.....P/Km Rs.....

(c) Daily allowance

(i)days @Rs.....per day.

(ii) days @Rs.....per day.

(iii) days @Rs.....per day.

Rs.....

(d) Actual expenses

Rs.....

Gross amount

Rs.....

(e) Less amount of T.A. advance, if any, drawn vide voucher No
dated.....

Rs.....

Net amount Rs.....

2. The expenditure is debitable to

Signature of Drawing and Disbursing Officer.
Countersigned

Initials of bill clerk

Signature of the Controller Officer