**NATIONAL INSTITUTE OF DESIGN MADHYA PRADESH**

**Claim form for Travelling Allowance for Employees**

### Part I

**Name of theOfficial: Designation: Pay Level:-**

**Details of Journey performed:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DEPARTURE** | | **ARRIVAL** | | **Mode & Class ofTravel** | **Amount spent** | **Remarks** |
| From | Date | To | Date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | Total : |  |  |

\* Tickets and Original Boarding passes are enclosed.

**Details of Boarding & Lodging:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From Date** | **To date** | **Name of Hotel/Guest House** | **Room rent/ per day** | **No of days** | **Total amount paid** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  | Total : |  |  |

\* original bills are enclosed

**Certified that I have visited the above places for official work and have not drawn travelling allowance for this journey from any other source**.**The TA Advance for Rs ………………. was drawn from the office, which may be adjusted from the bill. The Tour Allowance of Rs …………………… may be paid to the undersigned as per rule.**

Signature of the official with date

Encl : Tour approval, tickets, Fare bills, original Boarding pass & hotel bills etc.

Continued…

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### Part II

**Total amount to be paid :-**

1. Air/Train/Bus Travel Rs…………………….
2. Road Mileage Rs………………….…

1. Local Transportation Rs…………………
2. Accommodation charges Rs…………………….
3. Daily Allowance Rs……………………

**Total Amount Admissible Rs…………………………..**

**(DDO/Dy. Registrar/CAO)**

**Registrar**

Approved& Sanctioned/ Not Approved

**Director**

**------------------------------------------------------------------------------------------------------------------------------------**

**Part III**

**For Office Use :**

## CourseCode: TotalTA to be paid:

The bill has been entered in TA bill Register. Bill (s) was/were checked and passed for payment of Rs. ………………only.

**DDO/Dy. Reg./CAO/Registrar**

For use of Accounts Section

Bill was checked and amount Rs …………. was reimbursed/paid to the official vide Ch.no/NEFT/RTGS………………dated………..

**Sr. Accounts Officer/CF&A**