

होटल प्रबंध खान-पान एवं पोषण संस्थान - अहमदाबाद

(पर्यटन मंत्रालय भारत सरकार के अधीन स्वायत्तशासी निकाय)

Institute of Hotel Management Catering and Nutrition - Ahmedabad

(An Autonomous Body under Ministry of Tourism, Government of India)



G.F.R. - 14 (See Rules 66(1) & 90 (1) (i))

Sub bill no.....

Travelling Allowance Bill for Tour

PART - A (To be filled up by the Government Servant)

Name : _____

Designation : _____

Pay : _____

Headquarters : NCHMCT A-34, SECTOR 62, NOIDA _____

Details and purpose of journey (A) 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 & Time	To		Rs.	P		Days	Hrs	
1	2	3	4	5	6		7	8		9

6. Mode of journey :-

i) Air

a) Exchange voucher arranged by office

Yes/ NO

b) Ticket / Exchange Voucher arranged by

ii) Rail

i) Whether traveled by mail/ Express/ Ordinary train ?

ii) Whether return ticket available?

iii) If available, whether return ticket purchased ? If not state reasons.

(iii) Road

Mode of conveyance used i.e. by Govt. transport/ by taking a taxi, Single seat in a bus or other public conveyance/ by sharing with another Govt. Servant in car belonging to him or to a third person to be.

Account Details:

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

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

If the journey(s) by higher class 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	Name of the places		Fare paid Rs.
	From	To	

12. Amount of T.A. advance. If any drawn.

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

Signature of the Govt. Servant

PART – B (To be filled in the Bill Section)

1. The not entitlement on account of traveling allowance works out to Rs. _____ as detailed below:-

a) Railway / air/ bus/ steamer fare Rs. _____

b) Road mileage for _____ kms @ Rs. _____ p. km.

c) Daily allowance

(i) _____ Days @ Rs. _____ per day

(ii) _____ Days @ Rs. _____ per day

(iii) _____ Rs. _____ per day

d) Actual expenses Rs. _____

Rs. _____

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 _____

Initials of bill clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of the Controlling Officer