



## भारतीय पेट्रोलियम और ऊर्जा संस्थान

### INDIAN INSTITUTE OF PETROLEUM AND ENERGY

#### TRAVELLING ALLOWANCE BILL / CLAIM FORM (For Domestic/Foreign Visits)

(To be filled in by the Employee)

Name:	Designation:
Pay Level: Basic Pay: Rs.	Employee No:
Expenditure Head: Institute/Project/CPDA/Others	Dept./Section:
Purpose of journey:	

1. Details of Journey performed (Please attach separate sheet, if necessary)

Departure		Arrival		Mode of travel & class of accommodation	Fare paid (Rs.)	Distance (Km.)	Ticket No.
Date & Time	From	Date & Time	To				

2. Claim of local conveyance charges on tour for official purpose from \_\_\_\_\_ to \_\_\_\_\_.

From		To		Mode of Transport	No. of Km	Amount paid	Purpose
Date & Time	Place	Date & Time	Place				

3. Particulars of hotel / guest house receipts etc. (please attach hotel bills):

Period of stay (Date & Time)		Name of the Hotel / Guest House	Bill No. & date	Daily rate of lodging charges	Total amount paid (Rs.)
From	To				

4. I hereby declare that I have incurred the following food expenses during my tour from \_\_\_\_\_ to \_\_\_\_\_ for which food was not provided free of cost by any Organisation.

Sl.	Date	Amount (Rs.)	Sl.	Date	Amount (Rs.)	Sl.	Date	Amount (Rs.)
1.			3.			5.		
2.			4.			6.		

5. Other expenses (if any):

Sl.	Details of expenses	Amount (Rs.)	Sl.	Details of expenses	Amount (Rs.)
1.	VISA Fees		3.	Insurance charges	
2.	Registration Fees		4.	Other expenses, if any (please specify)	

6. Date of absence from place of halt on account of: (a) RH, CL, EL: \_\_\_\_\_  
 (b) Not being actually in camp / official duty on Sundays and Holidays: \_\_\_\_\_
7. Date on which free boarding and/or lodging provided by any organisation financed by state funds:  
 Boarding only / lodging only / Boarding and lodging: \_\_\_\_\_
8. TA Advance drawn, (if any) Rs. \_\_\_\_\_ Date of drawal: \_\_\_\_\_
9. Enclosures: (a) Tour approval (b) Hotel bills (c) Journey tickets / Boarding Pass
10. Total number of enclosures: \_\_\_\_\_ 11. Date of submission: \_\_\_\_\_

**Certificate in respect of Official Journey**

Period from (date) \_\_\_\_\_ to (date) \_\_\_\_\_

- (i) Certified that the mileage claimed in the TA Bill is correct to the best of my knowledge.
- (ii) Certified that I did not perform the road journeys for which mileage allowance has been claimed at the higher rate prescribed in rule 46 of supplementary rule. Also certify that the journey was not performed in any other vehicle without paying its hire charges or incurring running charges.
- (iii) Certified that the journey was performed by the shortest and cheapest route of the entitled class and fares claimed were actually paid by me to the railway /air / transport authorities.
- (iv) Certified that no such travelling allowance bill for the period mentioned above has been claimed from any other source.
- (v) Certified that I did not avail myself of any CL / EL / RH for the days for which daily allowance (food / hotel bills) are claimed.
- (vi) Certified that I did not avail of free boarding and / or lodging at the expense of state govt. or any other organisation financed from state funds during the days for which food expenditure has been claimed.
- (vii) Certified that I travelled by air to which I am entitled and air tickets were purchased on cheapest fare of the entitled class and mileage earned on the tickets will be used for the official purpose only.
- (viii) Certified that the above expenses is actual and paid by me in connection with the food expenses during the tour.
- (ix) Certified that the information as given above is true & correct to the best of my knowledge and belief.
- (x) No changes are made in this approved format of the claim form.

**Signature of the Employee**

**Part- B (For the use of Accounts Section)**

**(Amount in Rupees)**

1.	Rail Fare / Road Fare / Air Fare	
2.	Local conveyance charges	
3.	Accommodation / Hotel charges	
4.	Food expenses	
5.	VISA Fees / Registration Fees / Insurance charges	
6.	Other expenses (if any)	
7.	Foreign DA, (if applicable) from _____ to _____	
8.	Gross Amount (Rupees _____)	
9.	Less: Amount of TA Advance drawn, if any	
10.	Net Amount (Payable / Recoverable) (Rupees _____)	

The above expenses may be debited to \_\_\_\_\_

Dealing Asst. \_\_\_\_\_  
 Payment made vide Cheque No. \_\_\_\_\_

Supdt (Accts)

IA \_\_\_\_\_  
 Date of payment: \_\_\_\_\_

DoFA / RG / DT