

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
TRAVELLING ALLOWANCE BILL (EXTERNAL CLAIMANTS ONLY)

Name :  
 Designation :  
 Organizational :  
 Grade Pay :

Account Head/Project Code :  
 email id :

1. PARTICULARS OF JOURNEY (from Station to Station)						Mode of journey (Air/Train/ Steamer/Bus)	Fare (Rs.)	Distance Travelled (in km)	Ticket Nos./ Remarks
Departure			Arrival						
Station	Date	Time	Station	Date	Time				

2. PARTICULARS OF LOCAL CONVEYANCE USED			Mode of journey (Auto/Taxi/Car)	Fare (Rs.)	Remarks (Voucher Attached) Yes/No
DATE	FROM	TO			

Please attach:  
 (a) Tickets, where applicable.  
 (c) In case of e-ticket (Air), Boarding Pass is mandatory.  
 (d) Proof of payments in all cases.

3. PARTICULARS OF OTHER EXPENSES INCURRED (Please attach proof in all cases)		
Hotel/Lodging Charges	Rs.	
Food Charges	Rs.	
Other Charges (if any)	Rs.	

4. PURPOSE OF JOURNEY

<b>Total amount claimed (in Rs.)</b> (Please write “as per rules” if not sure)		<b>FOR OFFICE USE ONLY (FINANCE &amp; ACCOUNTS)</b>	
<b>Advance taken (in Rs.)</b>		Railways/Air/Steamer/Bus Fare (in Rs.)	
<b>Net amount claimed (in Rs.)</b> (Please leave blank if all details are not filled)		Road Mileages (in Rs.) i. @ Rs.....P/KM for.....KMs	
<p>I do hereby certify that:</p> <ol style="list-style-type: none"> <li>1. The distances for road journeys shown in the bill are correct to the best of my knowledge,</li> <li>2. I have travelled in a class of accommodation not lower than the ones for which fares are claimed in this bill and to which I am entitled,</li> <li>3. The journeys were performed by the shortest routes,</li> <li>4. The claims for journeys mentioned in this bill have neither been preferred nor paid from any other sources.</li> <li>5. I <u>was</u> / <u>was not</u> treated as a guest of a Government / an Institution and <u>was</u> / <u>was not</u> allowed free boarding <u>and</u> / <u>or</u> lodging at the expenses of that Government/ the Institution visited,</li> <li>6. I <u>have</u> / <u>have not</u> availed any free transport of this Institute or anyone else for the journeys for which claims have been made.</li> </ol>	Local Conveyance (in Rs.)		
	Food Charges (in Rs.)		
	Accommodation Charges (in Rs.)		
	<b>Total Admissible Amount (in Rs.)</b>		
	<b>Less: Advance (in Rs.)</b> i. Paid to DTA ii. Paid to Claimant		
	<b>Net Amount (Rupees.....)</b> ..... .....)		
	<b>Scrutinized by</b>	<b>AR(F&amp;A)</b>	<b>DR(F&amp;A)</b>
	Approval of the Competent Authority		
	<b>Date:</b>	<b>Signature of the Claimant</b>	
	<b>Director/ Registrar/ Dean (FA/R&amp;D/AA/SA/Admn.)/ HOD/HOC</b>		