

**G.F.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 of the Government Servant							
2	Designation							
3	Pay +SI +NPA							
4	Head Quarter							
5	Details and purpose of journey(s) performed							
Departure		Arrival		Mode of travel & class of accommodat ion used	Fair paid ( )	Distance in Kms. for road mileage	Duration of Halt	Purpose Journey
Date & Time	From	Date & Time	At					
1	2	3	4	5	6	7	8	9
<b>TOTAL:</b>								
<b>Mode of Journey:</b>								
6	(I)	<b>AIR</b>						Yes / No
		(a) Exchange voucher arranged by office (b) Ticket / Exchange voucher arranged by.						
	(II)	<b>RAIL</b>						Yes / No
(a) Whether traveled by mail / express / ordinary train? (b) Whether return ticket available? (c) If available, whether return tickets purchased? If not, state reasons								
(III)	<b>ROAD</b>						Yes / No	
	Mode of conveyance used, i.e. by Government trans[port / 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	Details 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	Date on which free board and / or lodging provided by the State of any organization financed by State funds. (a) Board only (b) Lodging only. (c) Board and lodging.							

9	Particulars to be furnished along with 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.						
Sl. No.	Period of stay		Name of the Hotel	Daily rate of Lodging charge in	Total Amount Paid		
	From	To					
1							
2							
3							
4							
						Total	
10	Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used.						
Sl. No.	Date	Name of Places		Mode of conveyance used	Class which entitled	Class which traveled	Fare of the entitled class
		From	To				
1	2	3	4	5	6	7	8
If the journey(s) by higher class of accommodation has been performed with the approval of competent authority, No and date of the sanction may be quoted.							
11	Details of journey(s) performed by road between places connected by rail.						
Sl. No.	Date	Nature of Place			Rail Fare		
		From	To				
1	2	3	4		5		
12	Amount of TA 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 Traveling Allowance works out to. 00

As detailed below :-

(a) Railway / Air / Bus / Steamer fare = 00

(b) Road Mileage for ..... Kms. =  
@ Rs..... Per / Kms.

(c) Daily Allowance

- (i) \_\_\_ days @ Rs \_\_\_ Per day
- (ii) \_\_\_ days @ Rs \_\_\_\_\_ Per day
- (iii) \_\_\_ days @ Rs \_\_\_\_\_ Per day

(d) Actual expenses /-

Gross amount

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

**Net Amount: -**

**/=**

The expenditure is debatable to

**Checked by :-**

**Accountant /  
Accounts Officer  
A.R (Finance)**

**Registrar**

\*\*\*\*\*