## Regional Institute of Education <br> (National Council of Educational Research \& Training) Manasagangotri, Mysuru-06

## TRAVELLING ALLOWANCE BILL

Name of the Programme $\qquad$
$\qquad$
Venue $\qquad$ Dates: - From $\qquad$ to $\qquad$
Name $\qquad$ Designation $\qquad$ Basic Pay $\qquad$ Grade Pay $\qquad$
Official Address $\qquad$

Residential Address $\qquad$

| Departure |  |  | Arrival |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| Date | Station | Time | Date | Station | Time | Mode of Travel/Class <br>  <br> Ticket No./PNR No. | Amount |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

2. Road Mileage Allowance: (Scooter/Own Car/Bus/Taxi)

| From | To | Mode of Transport | Distance in <br> Km. | Amount |
| :--- | :--- | :--- | :--- | :--- |
| Residence | Rly. Stn./Bus <br> Stn./Airport |  |  |  |
| Rly. Stn./Bus <br> Stn./Airport | Venue |  |  |  |
| Venue | Rly. Stn./Bus <br> Stn./Airport |  |  |  |
| Rly. Stn./Bus <br> Stn./Airport | Residence |  |  |  |
| TOTAL |  |  |  |  |

3. Daily Allowance for $\qquad$ day @ Rs. $\qquad$ per day Rs. $\qquad$

GRAND TOTAL Rs.

## CERTIFICATE

1. I actually travelled by the class of accommodation for which $\mathbf{T} \mathbf{A}$ has been claimed
2. Place for which road mileage is claimed are not connected by rail.
3. Distance and rates claimed are correct to the best of my knowledge and belief.
4. No TA/DA has been drawn for this purpose from any other source
5. Govt. conveyance was not utilised for which the road mileage is claimed.
6. I was not provided with the boarding and lodging facilities at the expense of the Central/State/ Council/Local body of authority.

## Signature of Participant

## (FOR OFFICIAL USE)

Attendance, TA Particulars \& Entitlements checked and verified. Signature and Name
A.P.C/SO./

Prog. Coordi./State Coord.

Pay Rs. $\qquad$ /- (Rupees $\qquad$
$\qquad$ only)

Signature and Name
Programme Coordinator.

Signature and name
Jr. Acctt./Sr. Acctt/Accounts officer

Signatureof the Head

Received Rs. $\qquad$ /- (Rupees $\qquad$
$\qquad$ only)

Signature and Name
Asstt. Cashier

