

# NATIONAL INSTITUTE OF DESIGN MADHYA PRADESH

## Claim form for Travelling Allowance for Employees

### Part I

**Name of the Official:**

**Designation:**

**Pay Level:-**

### **Details of Journey performed:**

DEPARTURE		ARRIVAL		Mode & Class of Travel	Amount spent	Remarks
From	Date	To	Date			
				Total :		

\* Tickets and Original Boarding passes are enclosed.

### **Details of Boarding & Lodging:**

From Date	To date	Name of Hotel/Guest House	Room rent/ per day	No of days	Total amount paid
			Total :		

\* original bills are enclosed

Certified that I have visited the above places for official work and have not drawn travelling allowance for this journey from any other source. The TA Advance for Rs ..... was drawn from the office, which may be adjusted from the bill. The Tour Allowance of Rs ..... may be paid to the undersigned as per rule.

Signature of the official with date

Encl : Tour approval, tickets, Fare bills, original Boarding pass & hotel bills etc.

Continued...

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**Part II**

**Total amount to be paid :-**

1- Air/Train/Bus Travel	Rs.....
2- Road Mileage	Rs.....
3- Local Transportation	Rs.....
4- Accommodation charges	Rs.....
5- Daily Allowance	Rs.....
<b>Total Amount Admissible</b>	<b>Rs.....</b>

(DDO/Dy. Registrar/CAO)

**Registrar**

Approved& Sanctioned/ Not Approved

**Director**

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**Part III**

**For Office Use :**

CourseCode: TotalTA to be paid:

The bill has been entered in TA bill Register. Bill (s) was/were checked and passed for payment of Rs.  
.....only.

**DDO/Dy. Reg./CAO/Registrar**

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**For use of Accounts Section**

Bill was checked and amount Rs ..... was reimbursed/paid to the official vide  
Ch.no/NEFT/RTGS.....dated.....

**Sr. Accounts Officer/CF&A**

