

Railway, aeroplane or steamer fare (col. 10) Road, mileage (col. 11 at) Kilometers (col. 12) atdays for which daily allowance is claimed (col. 10) Actual expenses (col. 16)				Contents received	
Total				Please pay to.....	
Deductions T.A. Advance		20P Stamp		Signature of the officer who travelled	
Net claim					
Rupees					
Rs. P.					
Passed for Rupees					
Date		Accountant		Controlling Officer	
Pay Rupees					
Date		Accountant		Secretary	

TRAVELLING ALLOWANCE BILL (COUNCIL OFFICERS)
INSTRUCTIONS FROM PREPARING TRAVELLING ALLOWANCE BILLS

- 1. Journey of different kinds and journeys and halts should not be entered on the same line.
- 2. Fractions of a kilometer in the total of a bill for any one journey should not be claimed.
- 3. When the first item of travelling allowance bill is a halt, the date of commencement of halt should be stated in the "Remarks" column.
- 4. Against each entry in column 13 there should be a corresponding entry in column 14.
- 5. When travelling allowance is claimed in respect of a journey to and from a hill station, it should be mentioned in the "Remarks" column whether or not the halt has exceeded ten days.
- 6. A travelling allowance bill may, if desired, be encased for Payment to a Banker or Agent and submitted for collection through such Banker or Agent, this will obviate the necessity of the Government Servant's Attendance in person or by messenger, as payment may then be made direct to the Banker or Agent.

Certificates

- 1. I travelled by the class of accommodation for which travelling allowance has been claimed in the bill.
- 2. I actually travelled by Mail/Express train as claimed in the bill.
- 3. No return tickets were available for the journey for which claim has been made in the bill.
- 4. I was actually and merely constructively present in the Camp for the days for which daily allowance has been claimed.
- 5. I was not on casual leave on the days for which daily allowance has been claimed in the bill.
- 6. The Council conveyance was not utilized for the journey for which road mileage allowance has been claimed in the bill.
- 7. I did not perform the road journey for which mileage allowance has been claimed at the higher rates prescribed in Rule 46 of the Supplementary Rule, by taking a single seat in any Public Conveyance which regularly plies for hire between fixed points and charges fixed rates.
I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
- 8. I did not perform road journey along with any other Government servant in a car belonging to him.
- 9. The distance by road for which claim has been preferred is correct to the best of my knowledge and belief.
- 10. I was not provided with free board and lodging at the expense of the Central/State Government/Council or local body or authority.
- 11. I have not received T.A. Advance for the journey for which claim is preferred.
- 12. The return air fare amounting to Rs.....(Rupees.....)has actually been paid to Messrs.....by me in respect of the journey made by me on the.....for Which claim under S.R. 48-C has been preferred in the bill.
- 13. I attach the Counterfoils of the Air tickets.

Signature of the Officer who travelled

N.E. - Please strike out the portions not applicable

Travelling Allowance Bill of the Establishment of for the month of 19

Name and Designation	Head Quarters	Actual Pay	Particulars of Journeys and Hols						Kind of journey by Rail (mail or Passenger), Steamer, Air, road or Tralley	Railway Steamer Aeroplane			Kilometer by road			Daily Allowances			Actual Expenses		Purpose Of Journey	Total each Line	Remarks		
			Departure			Arrival				Class	No. of Fares	Amount	No. of K.M.	Rate	Amount	No. of Days	Rate	Amount	Particulars	Amount					
			Station	Date	Hour	Station	Date	Hour																Rs.	P.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
										Total															

Deduct : Undisbursed Travelling Allowance refunded as detailed
On the reverse

Signature _____
Station _____
Date _____ (in words)

Net sum required for Payment

Contents Received

* Travelling by road includes travelling by sea or river in a steam launch or in any vessal other than a steamer and travelling by canal. (The particular kind should be specified)
In case where the steamer company has two rates; of fares, one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare exclusive of diet".
a) If there is a combined appropriation for travelling allowance of Gazetted and Non-Gazetted Government servants the combined appropriation and expenditure should be shown in this column.

Drawing and Disbursing Officer.

Certificates

1. Certified that have satisfied myself that the amounts included in bills drawn.
1. Month
2. Months* Previous to this date, with the exception of those detailed below (of which the total
3. months amount has been refunded by deduction from this bill), have been disbursed to the Government servants therein named and their receipts taken in the office copy of the bill or in a separate acquittance roll.
2. Also that the journeys for which claim has been preferred under Supplementary Rule 77 for officer's corresponding Non-Gazetted ministerial or inferior Government servants were made by public or hired conveyance under my order.
3. Also that it was necessary for the Council servants for whom halting allowance at the headquarters is drawn to keep up the whole or part of their camp equipage during such halt, and that expense incurred on this account was not less than the halting allowance drawn (Supplementary Rule 91)

Drawing and Disbursing Officer

Passed for Rs. Rupees

Date Controlling Officer

<i>Head of Account</i>	Below
Pay Rs. Rupees	Pre-audited and passed for payment of Rs.
.....	Rupees.
Accounts Officer	

S.A.S. Accountant

Travelling Allowance Bill (Council Establishment)

Instruction for preparing Travelling Allowance Bill

Voucher No.

Date

1. Journeys of different kinds and journey and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into last money column.
2. Fractions of a kilometer in the total of bill for any one journey for each person should not be claimed.
3. When the first item of travelling allowance bill is a halt, the date of commencement of halt should be the "Remarks" column.
4. If daily allowance is claimed in respect of a road journey, the number of kilometers travelled should be entered in column 14 and the daily allowance in column 17 to 19.
5. Journey performed beyond Indian territory should be indicated separately and the distance travelled should be stated in each case.
6. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the "Remarks" column whether or not the halt has exceeded ten days.

Certified that

1. I travelled by the class of accommodation for which travelling allowance has been claimed in the bill.
2. I actually travelled by Mail/Express train as claimed in the bill.
3. No return tickets were available for the journey for which claim has been made in the bill.
4. I was actually and merely constructively present in the Camp for the days for which daily allowance has been claimed.
5. I was not on casual leave on the days for which daily allowance has been claimed in the bill.
6. The Departmental conveyance was not utilized for the journey for which road milage allowance has been claimed in the bill.
7. I did perform the road journey for which milage allowance has been claimed at the higher rates prescribed in Rule 46 of the Supplementary Rule, by taking a single seat in any Public Conveyance which regularly plies for hire between fixed points and charges fixed rates.
I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
8. I did not perform road journey along with any other Government servant in a car belonging to him.
9. The distance by road for which claim has been preferred is correct to the best of my knowledge and belief.
10. I was not provided with free board and lodging at the expense of the Central/State Government/ Council or local body or authority.
11. I have not received T.A. Advance for the journey for which claim is preferred.
12. The return air fare amounting to Rs. (Rupees.....) has actually been paid to Messrs.....by me in respect of the journey made by me on the.....for which claim under S.R. 48-C has been preferred in the bill.
13. I attach the Counterfoils of the Air tickets.

Signature with date.....

N.B. - Please strike out the portions not applicable