

# TRAVELLING CLAIM

Payment Voucher No:

*(Subject to deduction of tax if not presented for payment with 30 days of date of travelling)*

- |                    |   |              |              |
|--------------------|---|--------------|--------------|
| 1. Programme:      | Amount Fixed:                               | motor car:   | Rs:          |
|                    | Allowance if, any:                          | Motar Cycle: | Rs:          |
| 2. Project:        |   |              |              |
| 3. Object Code:    | Total annual consolidated salary:           |              | Rs.          |
| 4. Object Details: | Rate at Wich Combined Allowance is Payable: |              | Rs. Per diem |

OFFICER'S Name : Mr/Mrs/Miss/Dr /Prof.

DESIGNATION:

DEPARTMENT:

Travelling on official duty from.....to.....

For the purpose of.....

- |   |           |
|---|-----------|
| A. Transport Allowance (details overleaf) | Rs.       |
| B. Combined Allowance (details overleaf)  | Rs. _____ |
| Total amount claimed                      | Rs. _____ |

I certify the this above claim of Rupees (in words)..... and cents

..... only contains a correct statement of travelling done by me in the service of the institute has it was necessary to incur such expenditure, that the rates claimed are fair and reasonable and in accordance with the regulation and that having regard to the nature of the official duties performed, the travelling was done by shortest possible route at least expense to the institute.

Date

.....  
*Signature Of Claimant*

Times of Departure and Arrive checked and Found correct

Payment recommended

.....  
Signature of Project Leader / Head of Dept.

Date.

.....  
Signature of Director/ Secretary to the Board

**FOR OFFICE USE ONLY  
PAYMENT APPRIVED**

Checked and found to be in order

Votes Ledger Folio No.

.....  
Signature of the checking officer

.....  
Signature of Accountant  
**PAYMENT CERTIFIED**

Departure	Arrival	1. Place of starting.	2. Place Visited	TRANSPORT ALLOWANCE				(a) Combined Allowance Rs. Cts.	(b) Additional Allowance if any Rs. Cts.	EXPLANATORY REMARKS (State reasons, staying more than 3 days in one place, and name of hotel, guest house or boarding house at which you lodged (if Combined Allowance is being claimed))
				Mode of Conveyance	Fare paid Rs. Cts.	No of miles Travelled	Amount of mileage claimed Rs. Cts.			
			<b>TOTAL</b>							

Registration number of the motor – car / motor cycle in which the traveling was done is .....and that is registered in my name (if any travelling was done by hiring car, the receipt issued by the driver should be attached)

Date

.....  
Claimant's Signature