

PROJECT NO:

INDIAN INSTITUTE OF TECHNOLOGY, MADRAS
CLAIM FOR TRAVELLING ALLOWANCE

(use additional form if visit is to more than one-place)

Name:
Designation:
Department:

OFFICIAL NON-OFFICIAL

ONWARD JOURNEY

ADVANCE DRAWN Rs.....

( BASIC CONS. PAY @ R.s.....)

- 1. Place of residence Office
2. Name of nearest Airport Railway Station
3. Road journey from 1 to 2 above
(a) Mode of conveyance used
(b) Distance covered
(c) Fare paid
4. Date & time of departure of Plane Train Bus
5. Destination reached
6. Date & time of arrival of Plane Train Bus
7. Place of Stay Office of duty
8. Road journey from 5 to 7 above
(a) Mode of conveyance used
(b) Distance covered
(c) Fare paid

STAY

- 9. Particulars of Meeting duty
(a) Nature
(b) Duration
(c) FREE BOARDING LODGING AVAILED IF ANY
(d) LODGING CHARGES PAID IF ANY (WITH PROOF OF PAYMENT)

RETURN JOURNEY

- 10. Road journey from place of stay to Airport Railway Station
(a) Mode of conveyance used
(b) Distance covered
(c) Fare paid
11. Date & time of departure of Plane Train Bus
12. Date & time of arrival of Plane Train Bus at HQ
13. Road journey from Airport Railway Station to HQ to residence used
(a) Mode of conveyance used
(b) Distance covered
(c) Fare paid
14. Air fare Train fare Bus fare paid
(a) Onward
(b) Return
15. Food Charges (with proof of payment)
16. Registration Fee
17. Total Claim

CERTIFICATE

- 1. Certified that claimed in this bill has not been claimed or will not be claimed in any other bill from any other source.
2. Certified that I actually traveled by FIRST/SECOND class Rail/Air and paid Rs.....for return Train fare/Air fare.
3. Certified that the distance by Road for which Road Mileage is claimed is correct to the best of my knowledge. Certified that I performed the Road journey for which mileage is claimed by TAXI/OWN CAR/SCOOTER/MOTOR CYCLE/AUTO/ PUBLIC BUS/FREE TRANSPORT.

Co-ordinator

Signature of claimant