

**TRAVELLING ALLOWANCE BILL**  
( *Gazetted Government Servant* )

District: <b>Bareilly (U.P.)</b>			Name:										Head of Account		Month of .....				
Headquarter: <b>CARI, Izatnagar</b>			Designation:										<b>TA &amp; DA</b>		Voucher No..... of				
PARTICULARS OF JOURNEYS AND HALTS						Kind of journey i.e. by rail (mail/pas-senger) steamer, air, Road* or trolley	RAILWA Y/ STEAME R/AIR JOURNE Y		FARE	DISTANCE TRAVELLED BY ROAD OR BY TROLLY			No. of days for which daily allowance is claimed	ACTUAL EXPENSE		Purpose of journey or halt	Date of last visit	Remarks (if any)	
Departure			Arrival				Class	No. of fares		Amt (Rs.)	For which mileage is admissible			For which daily allowance is admissible	Particulars				Amount (Rs.)
<i>Station</i>	<i>Date</i>	<i>Hour</i>	<i>Station</i>	<i>Date</i>	<i>Hour</i>						At ordy. rates	At othe r rate							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
<b>Total Rs.:</b>																			
(Rupees.....)																			

Traveling by road includes traveling by sea or river in a steam launch or any vessel other than a steamer and traveling by canal. The particulars, kind should be specific in the bill

\* In case where the steamer company has two rates of fare, one inclusive of diet, the word 'fare' should be held to mean, "Fare exclusive of diet".# Rs.24/- per km. for journey performed by own car/taxi vide office memorandum no.19030/1/2017-E.IV dated 13.07.2017

**Traveling Allowance Bill (Gazetted Government Servants)**

**INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILL**

1. Journey of different kinds and journey & halts should not be entered on the same line.
2. Permanent traveling. Conveyance and horse allowance should be drawn along with the pay of the Government servants and not in traveling allowance bills.
3. Fractions of a mile in the total of a bill for any one journey should not be claimed.
4. When the first item of a traveling allowance bills is a halt, the date of commencement of half should be started in the "Remarks" Column.
5. Against each entry in column 13 there should be a corresponding entry in column 14.
6. A certificate of an attendance given by the court or authority should be attached to the bill if traveling allowance is draw under supplementary Rule 1954.
7. When traveling allowance is claimed in respect of a journey on or from a hill station, it should be mentioned in the "Remarks" column whether or not the halt than exceeded ten day.
8. A traveling allowance bill may, if desired, be enfaced 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.

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(Space for the pre-audit enfacements in respect of bills submitted for pre-audit)

**FOR USE IN ACCOUNT GENERAL'S OFFICE**

Head of Account	Admit for Rs.
	Objected to Rs.
	Reason of objection
	Auditor Superintendent Officer

M E M O			
	(a) Appropriation for 2007	Rs.	P.
Railway, aeroplane or steamer fare (col.10) Road, mileage Miles a (col.11) ..... Miles a (col.12) ..... Days for which daily allowance is claimed (col.14) @ Actual expenses (col.16) Total..... Less TA advance taken ( - )			
Single Deduct Double Permanent Traveling Allowance for days (Supplementary Rules 67 & 68) Deduct hire due to the Government (Supplementary Rule 186) Other deductions Advance taken : <b>Net claim Rs.:</b> ( Rupees ..... ) Signature of the Government Servant/ Officer who traveled	Expenditure including this bill		
	Balance		

Passed for (Rupees only) Controlling Officer  
Dated: \_\_\_\_\_

Contents Received  
Please pay to .....  
Office  
Dated: \_\_\_\_\_ Signature of the Government servant who traveled

Pay Rupees ( )  
Dated: \_\_\_\_\_ Treasury Officer

**C E R T I F I C A T E**

(a) If there is combined appropriation for traveling allowance Gazetted and non-Gazetted Govt. servants, the combined appropriation should be shown in this column.

