

TRAVELLING ALLOWANCE BILL

District Headquarter						Name Service & Designation Pay				Head of Accounts				Month Voucher No.							
Particular of Journey & Halts						Kind of Journey i.e. by rail(Mail) or Passanger stamer, air or raod)	Railways			Distance travelled by Road or Trolley		For which daily allowance is admissible	No. of days for which allowance is admissible	Transportation charges of				Actual Expaeses		Purpose of journey or halt to be given in such details as to meet the requirement of controllling officer	Remarks
Departure			Arrival				Steamer Fare			for which mileage is				Personal effects and conveyance				Particular	Amount		
Station	Date	Hour	Station	Date	Hour		Air			At ordinary rates	At other rates			Details of personal effects							
						Class which actually travelled	in	No. of KM	Amount			Weight	Rate	Distance	Amount						

Travelling by road includes travelling by sea or river in a straem launch or in any vessel other than a ateamer and travelling by canal. The particular kind should be specified in the bill
 In case where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" should be held to mean fare exclusive "diet".

Railway, aeroplane & steamer fare (Col 10)			Rs.	P
Road Mileage				
Kilometers (col.11)	fare paid			

Memo

HIMACHAL PRADESH POWER CORPORATION LIMITED
 HPSEB T.R. 20
 (See Teasury Rule 25-4)

CENTRAL

Kilometers (col.12)	fare paid	(a) Appropriation for
Daily Allowance		200 200
Transportation charges of personal effects and conveyances		Expenditure including
Actual Expances	Total claim	this bill
Deduction :-		
on account of conveyance allowance per member travelling allowance etc.		
travelling allowance overdrawn vide Retrenchment Slip No.		
Amount of advance of travelling allowance on Tour/transfer drawn in the Month.....		
Rupees.....	Net Claim	

CERTIFICATE

- 1
- 2
- 3
- 4
- 5

Date.....

Passed for Rs.....(Rs.) only

Controlling officer

Contents received

Please pay to

Signature of the Govt./Corp. Servant who travelled

Pay..... payment order No.

Date..... Controlling officer

Prechecked for Rs.....

Sr. Accounts Officer

where there is a combined appropriation for travelling allowance of gazetted and non-gazetted Government/ Corporation servant the combined appropriation and expenditure should be shown in this column.

TRAVELLING ALLOWANCE BILL (GAZETTED GOVERNMENT/BOARD'S SERVANTS/HPPCL)
INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE

- 1 Journey of different kinds and journeys and halts should not be entered on the same line.
- 2 permanent travelling, conveyance and horse allowance should be drawn along with the pay of the Govt./ Boarorporation servant and not in travelling allowance bill.
- 3 Fraction of a mile in the total of a bill for any one journey should not be claimed.
- 4 When the first item of travelling allowance is a halt, the date of commencement of this halt should be stated in the remarks column.
- 5 Against each entry in column 13 there should be a corresponding entry in column 14.
- 6 A certificate of attendance given by the court or authority should be attached to the bill if travelling allowance is drawn under Supplementary Rule 154.
- 7 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 exceed ten days.
- 8 A travelling allowance bill may, if desired be enface for payment to banker or agent and submitted for collection through such Banker or Agent this bill obviate the necessity of Government/board's/corp. 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 pre-Audit enhances in respect of bill submitted for pre-audit).

FOR USE IN CHIEF ACCOUNTS OFFICER

Head of accounts

Admitted for Rs.
Objected for Rs.
Objected to Rs.
Reason for objection

Superintendent

Accounts Officer