

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA**  
**TRAVELLING ALLOWANCE BILL (OFFICIAL VISIT/SEMINER & CONFERENCE ATTENDED WITHIN INDIA & ABROAD)**

Name : Emp No. :  
 Designation : Account Head :  
 Deptt./Section :  
 AGP/GP :

1. PARTICULARS OF JOURNEY (from Station to Station)						Mode of journey (Air/Train/ Steamer/Bus)	Fare (Rs.)	Distance Travelled (in km)	Ticket Nos./ Remarks
Departure			Arrival						
Station	Date	Time	Station	Date	Time				

2. PARTICULARS OF LOCAL CONVEYANCE USED			Mode of journey (Auto/Taxi/Car)	Fare (Rs.)	Remarks
DATE	FROM	TO			

**Please attach:**  
 (a) Copy of approval of the journey.  
 (b) Journey Tickets.  
 (c) In case of e-ticket (Air), Boarding Pass is mandatory.  
 (d) Proof of payments in all cases.  
 (e) Copy of Participation Certificate in case of Seminar/ Conference etc.

3. PARTICULARS OF OTHER EXPENSES INCURRED (Please attach proof in all cases)					
Registration Fee	Rs.		Hotel/Lodging Charges	Rs.	
VISA Fee	Rs.		Food Charges/Per diem	Rs.	
Other Charges (if any)	Rs.		Other Charges (if any)	Rs.	

4. PURPOSE OF JOURNEY

<b>Total amount claimed (in Rs.)</b> (Please write "as per rules" if not sure)		<b>FOR OFFICE USE ONLY (FINANCE &amp; ACCOUNTS)</b>	
<b>Advance taken (in Rs.)</b>		Railways/Air/Steamer/Bus Fare (in Rs.)	
<b>Net amount claimed (in Rs.)</b> (Please leave blank if all details are not filled)		Road Mileages (in Rs.) i. @ Rs.....P/KM for.....KMs	
<p>I do hereby certify that:</p> <ol style="list-style-type: none"> <li>1. The distances for road journeys shown in the bill are correct to the best of my knowledge,</li> <li>2. I have travelled in a class of accommodation not lower than the ones for which fares are claimed in this bill and to which I am entitled,</li> <li>3. The journeys were performed by the shortest routes,</li> <li>4. The claims for journeys mentioned in this bill have neither been preferred nor paid from any other sources.</li> <li>5. I <u>was</u> / <u>was not</u> treated as a guest of a Government / an Institution and <u>was</u> / <u>was not</u> allowed free boarding <u>and</u> / <u>or</u> lodging at the expenses of that Government/ the Institution visited,</li> <li>6. I <u>have</u> / <u>have not</u> availed any free transport of this Institute or anyone else for the journeys for which claims have been made.</li> </ol>	Local Conveyance (in Rs.)		
	Food Charges/ Per diem (in Rs.)		
	Accommodation Charges (in Rs.)		
	Others (Registration./VISA/Insurance etc. in Rs.)		
	<b>Total Admissible Amount (in Rs.)</b>		
	<b>Less: Advance paid to Claimant (in Rs.)</b>		
	Net Amount (Rupees..... ..... .....)		
	Date:	Signature of the Claimant	
<b>Signature of Recommending Authority</b>	<b>Prepared by</b>	<b>Checked by</b>	<b>Forwarded by</b>
Received Rs..... (Rupees..... .....)	<b>Sanctioned by</b>	<b>Passed by</b>	
<b>Signature of the Recipient</b>			