

UNIVERSITY OF PUNE

Vr. No.

Cash/Cheque No.

Date :

EXAM.

C.A. Check Register No.
Payment Register Page No.

TRAVELLING ALLOWANCE BILL

1) Name :	(4) Nature of the Committee	(7) Date of business
2) Address :	(in case of member/examiner)	(8) Basic Pay Rs. (in case of employee)
3) Purpose of Journey	(5) Name of the College	
	(6) Designation (in case of employee)	

Particulars of Journey/Stay						Kind of Journey Rail/S.T./ Taxi/Own Car/ Air/Class of Accommodation	Distance Travelled in km.	Ticket No. and Date for 1st class by Rail & Air	Train/Bus/ Taxi fare		D.A.		Total	
Departure			Arrival						10		11		12	
Date	Time	Station	Date	Time	Station				Rs.	P.	Rs.	P.	Rs.	P.
1	2	3	4	5	6	7	8	9						

Certificates and Declaration

(1) I hereby declare that no travelling allowance from any public or semi-public authority for a part of or whole of the Journey in respect of the bill claimed by me.

(2) I further declare that I have travelled via by Railway by 1st class/Ind class/ S.T./Private car (singly/with other members) and shall perform the return journey in the same manner.

(3) I have not availed of Railway concession.

(4) I hereby certify that board & lodging was/ were not supplied free of charge by the Convener of the Conference/Seminar.

(5) I was appointed as a member of Local Inquiry Committee/as a delegate vide University letter No.

(6) The report of the L.I.C. is enclosed.

<p>Budget Head : Code No. : TO BE RECEIPTED IN ADVANCE Payment Received</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> Revenue Stamp if over Rs. 500 </div> <p style="text-align: right; margin-top: 20px;">Dy. Registrar (Exam.)</p>	<p>Grand Total</p>	<p>Passed for Rs. P. (Rupees Date :</p> <p style="margin-top: 10px;"> <i>S.O.</i> <i>S.O.</i> <i>F.O./D.F.O.</i> (Bills) (Audit) A.F.O. </p>
Pay Rs.		

Signature (claimant).

(i) Certified that Shri was asked to go to the centre(s)/Station(s) to The dates & timing mentioned in the claim are verified and found correct.

(ii) The dates mentioned in the claim are verified with the programmes.

(Signature)
Section-Officer B.Sc. Unit
P.T.O.

Note : Please use the backside of the bill, if the space is insufficient.

Particulars of Journey/Stay						Kind of Journey Rail/S.T./ Taxi/Own Car/ Air/Class of Accommodation	Distance Travelled in km.	Ticket No. and Date for 1st class by Rail & Air	Train/Bus/Taxi fare		D.A.		Total	
Departure			Arrival											
Date	Time	Station	Date	Time	Station									
1	2	3	4	5	6	7	8	9	10		11		12	
									Rs.	P.	Rs.	P.	Rs.	P.
								Grand Total C/F						