

# UNIVERSITY OF PUNE

EXAM.

Vr. No. ....  
 Cash/Cheque No. ....  
 Date : .....

[A. Check Register No.  
 Payment Register Page No.

## TRAVELLING ALLOWANCE BILL

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

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

**Certificates and Declaration**

(1) I hereby declare that no travelling allowance from any public or semi-public authority for a part 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/1nd 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.

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.*

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**Budget Head :**  
**Code No. :**  
**TO BE RECEIPTED IN ADVANCE**  
**Payment Received**

Revenue  
Stamp  
if over  
Rs. 500

Dy. Registrar (Exam.)

Pay Rs.  

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

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