



## TRAVELING ALLOWANCE BILL FOR LOCAL JOURNEY/TA

Note: - This bill should be prepared in duplicate – one for payment  
and the other as office copy

1.	Name of University Employee					
2.	Designation & Employee Code					
3.	Basic Pay, GP & NPA					
4.	Head Quarters			GGSIPU, Sector-16C, Dwarka, New Delhi		
5.	Details and purpose of journey (s) performed					
Departure			Mode of Travel & class of accommodation used	Fair Paid	Distance in Kms for road mileage	Purpose of Journey
Date & Time	From	To				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Total</b>						

Certify that the information, as given above, is true to the best of my knowledge and belief.

**Date**

**SIGNATURE OF EMPLOYEE**

1. Certified that I incurred running expenses in a car/auto/local transport for which claimed in this bill for journey.
2. Certified that the road journey for which kilometer has been claimed at the rates was performed by my own car in the public interest.
3. Necessary entry has been made in the Conveyance Register.

**VERIFIED & RECOMMENDED  
FOR PAYMENT**

**SANCTIONED**

**SIGNATURE OF CLAIMANT**

**OFFICER-IN-CHARGE**

**HEAD OF DEPARTMENT**

**FOR FINANCE & ACCOUNTS DEPARTMENT**

**PART-B**

Passed for payment of ` \_\_\_\_\_ (Rs. \_\_\_\_\_) and advance of Rs. \_\_\_\_\_

(Rs. \_\_\_\_\_) drawn on \_\_\_\_\_ by Sh./Smt./Mr./Mrs. \_\_\_\_\_ is settled herewith.

