

FORM FOR TA CLAIM
(To be filled in duplicate)

A) Name _____ Division _____ Designation _____

Purpose of the Journey : _____ Basic Pay _____.

B) Amount of advance already drawn, if any _____

C)

Departure Station			Arrival Station			Mode of Conveyance & Ticket No.	Fare Claimed	
Station	Date	Hrs.	Station	Date	Hrs.		Class	Amount

D)	Conveyance Expense-Mode of Conveyance: Taxi/Scooter/Bus/Car	Claimed (Rs.)	Admitted (Rs.)	
i)	Headquarter: From Residence/Place of Duty Railway Station/Air Port and vice versa	to _____		
ii)	Place of duty _____			
E)	Lodging charges, if any or Name of Branch which arranged			
F)	Other Particulars _____	G) Daily Allowance		
i)	Availed CL/EL from _____ to _____	No. of days (Full and Broken)	Rate	Amount
ii)	Holidays/Sunday for which DA is not claimed : _____			
iii)	Treated as State Guest or allowed free Boarding and/or Lodging on _____			

Total Rs. (C+D+E+G)		
Less Advance (B)		
Balance/Due From		

Signature _____

(FOR USE IN F & A DIVISION)

Passed for payment/adjustment of Rs. _____ (Rupees _____)

Asstt. Office Manager Dy. Finance Manager

Paid vide Cheque No. _____ Date _____

Office Manager Auth. Sign. Auth. Sign.

CERTIFICATES

- 1) Certified that during my tour to _____ I stayed at _____ and signed a bill for Rs. _____ (total number of days to be indicated). Out of the aforesaid amount liabilities of the Corporation is Rs. _____ towards Room Rent, Service Charges & tax & liability of self is Rs. _____ for local calls, food and other contingencies.
- 2 It is certified that Air Ticket No. _____ issued by the Travel Cell has been fully utilised for the sector _____ by me.
- 3 Train Tickets No. _____ sector _____ was issued to me by Travel Cell , C.O., New Delhi has been fully utilised by me.
- 4 A fresh ticket No. _____ was issued in exchange of original Air Ticket No. _____ issued by the Travel Cell.
- 5 GEBA No. _____ for _____ K.G. excess baggage issued by the travel cell for the sector _____ has been fully/partly utilised/not utilised by me.

Signature _____

INSTRUCTIONS

- (a) Bill is to be submitted immediately but not later than 7 days after the performance of tour
- (b) Indicate Reporting time at Airport and actual timings of departure/arrival of Air Craft/Train or Bus.
- (c) If journey performed by own Car/Scooter/Taxi, please indicate distance covered both ways.
- (d) Please attach the following:
 - (i) Sanction of Competent Authority.
 - (ii) Counter foil of Air Ticket(s) used.
 - (iii) In case of cancellation of Ticket for Air Travel/Rail Journey (in full or part as the case may be) sanction of Competent Authority along with money receipt.
 - (iv) Hotel Bill with receipt in case availed split rates.