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| NITK_EMBLEM.JPGNATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL-575025.TRAVELLING ALLOWANCE BILL |

|  |  |
| --- | --- |
| Name (In block letters) |  |
| Designation |  |
| Department  |  |
| Pay Band and Grade pay |  |
| Purpose of journey: Approval Ref No. and approval copy  |  |
| ***I.Details of Journey (From the Head Quarters/Residence, Airport and Railway station etc.*** |
| **Date & time** | **Departure from** | **Date & time** | **Arrival at:**  | **Mode of Journey & Ticket No.** | **Distance K.M** | **Fare paid (`)** |
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|  |  |  |  |  |  |  |
|  |  |  |  | **Total** |  |
| **II. Daily Allowance / Food bill each day**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total**  |  |
| **III. Accommodation Charges** |
|  |  |  |
|  | **Total**  |  |

1. Travelling allowance : Total ₹
2. Daily Allowance/ Food bill : Total ₹
3. Accommodation Charges : Total ₹

 **Grand Total ₹**

 **Less : Advance Drawn ₹**

 **Net Amount ₹**

Certified that I have actually performed journey in TAXI/AIR (s) as shown against I,II,III above and that I have actually paid the fare as show against above.

Certified that the travelling and other amounts claimed in this bill have not been claimed by me from and other source.

 Signature of claimant

 (With Date)

Signature of the Head

 With seal

**FOR OFFICE USE ONLY**

Debit Head:

Passed for ` : ( Rupees:

…………….. ……………… ……………………………………..

Accountant AO (Finance) Drawing & Disbursing Officer

**PAYEE’S RECEIPTS**

Received the amount indicated above

……………………………

Signature of claimant