**G.A.R. 14—A**

Sub-bill No................................

**TRAVELLING ALLOWANCE BILL FOR TOUR**

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

**Part A— (To be filled up by Government servant)**

1. Name

2. Designation

3. Pay

4. Head-quarters

5. Details and purpose of journey (s) performed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Departure | Arrival | Mode of travel and class of accommodation | Fare paid | Distance in Kms. for road mileage | Duration of halt | Purpose of journey |
| Date and time | From | Date and time | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|   |   |   |   |   | Rs.  |   | Days   hrs |   |
|       |   |   |   |   |   |   |   |   |

6. Mode of Journey:

(i) Air

(a) Exchange voucher arranged by office                      Yes/No

(b) Ticket/Exchange voucher arranged by                     ——————————

(ii) Rail

(a) Whether travelled by mail/express/ordinary train?

(b) Whether return tickets available?                            Yes/No

(c) If available, whether return tickets purchased? If not, state reasons.

(ii) Road

Mode of conveyance used i.e. by Government transport/ by taking a taxi, a single seat in a bus or other public conveyance/ by sharing with another Government servant in a car belonging to him or to a third person to be specified.

7. Dates of absence from place of halt on account of:—

(a) R.H. and C.L.

(b) not being actually in camp on Sundays and holidays.

8. Dates on which free board and/or lodging provided by the State or any organisation financed by State funds:-

(a) Board only

(b) Lodging only

(c) Board and lodging

9. Particulars to be furnished alongwith hotel receipts etc. in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or Iodging at scheduled tariffs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Period of stay | Name of the hotel | Daily rate of lodging charged | Total amount paid |
| From | To |
|   | 1 |   | 2 | 3 | 4 |
|   |   |   |   | Rs. | Rs. |
| 1. |   |   |   |   |   |
| 2. |   |   |   |   |   |
| 3. |   |   |   |   |   |

10. Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Names of places | Mode of conveyance used | Class to which entitled | Class by which travelled | Fare of the entitled class |
| From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|   |   |   |   |   |   | Rs.   |
| 1. |   |   |   |   |   |   |
| 2. |   |   |   |   |   |   |
| 3. |   |   |   |   |   |   |

If the journey (s) by higher class of accommodation has been performed with the approval of the competent authority, No. and date of the sanction may be quoted.

11. Details of journey (s) performed by road between places connected by rail.

|  |  |  |
| --- | --- | --- |
| Date | Names of places | Fare paid |
| From | To |
| 1 | 2 | 3 | 4 |
|  |   |   | Rs.    |

12. Amount of T.A. advance, if any, drawn.

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

Signature of the Government servant
Date..........................

**Part B—(To be filled in the Bill Section)**

The net entitlement on account of travelling allowance works out to Rs..........................as detailed below:—

|  |  |
| --- | --- |
| (a) Railways/air/bus/steamer fare  | Rs...................... |
| (b) Road mileage for................ Kms.    @............................P/Km | Rs...................... |
| (c) Daily allowance(i)  ....................days @Rs....................per day.(ii) ................... days @Rs....................per day.(iii) ................... days @Rs....................per day. |  |
|  | Rs...................... |
| (d) Actual expenses | Rs...................... |
| Gross amount | Rs...................... |
| (e} Less amount of T.A. advance, if any, drawn vide voucher No ............................ dated..........................  | Rs.................... |
| Net amount  | Rs...................... |

2. The expenditure is debitable to

Signature of Drawing and Disbursing Officer.

Countersigned

Initials of bill clerk

Signature of the Controller Officer