

Dr.Babasaheb Ambedkar Marathwada University, Aurangabad. (M.S.) India

NOTE: ALL ENTRIES IN THIS FORM MUST BE FILLED IN BY THE PERSON PREFERRING THE BILL, IF ANY ENTRIES ARE LEFT BLANK, THE FORM WILL BE RETURNED FOR COMPLETION TO THE PERSON PREFERRING THE BILL.

Shri/Smt./Dr _____ **Designation** _____ **Basic pay** _____
 Member of the _____

To amount due to me, being the cost of travelling	Amount																									
	Rs.	Ps.																								
1. Purpose of Journey/ halt _____ 2. PARTICULAR OF JOURNEY AND HALTS: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;"><u>DEPARTURE</u></th> <th colspan="3" style="text-align: center;"><u>ARRIVAL</u></th> </tr> <tr> <th style="text-align: center;">Station</th> <th style="text-align: center;">Date</th> <th style="text-align: center;">Time</th> <th style="text-align: center;">Station</th> <th style="text-align: center;">Date</th> <th style="text-align: center;">Time</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> Total hours of journey _____ 3. Mode of Journey: I. RAILWAY Class _____ First Class Ticket No. _____ Date _____ From _____ to _____ II By BUS/ANY OTHER ESTABLISHED BUS SERVICE : Class _____ First Class Ticket No. _____ Date _____ From _____ to _____ III BY OWN CAR/TAXI: CAR/TAXI NO _____ PETROL/DIESEL From _____ to _____ Total K.M. both ways _____ @Rs.Per K.M. _____ IV BY AIR: From _____ To _____ and back, Ticket No. _____ Date _____ Amount _____ V DAILY ALLOWANCE For _____ days @ Rs. _____ per day Amount _____ VI Conveyance Allowance _____ Days@Rs. _____	<u>DEPARTURE</u>			<u>ARRIVAL</u>			Station	Date	Time	Station	Date	Time	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____		
<u>DEPARTURE</u>			<u>ARRIVAL</u>																							
Station	Date	Time	Station	Date	Time																					
_____	_____	_____	_____	_____	_____																					
_____	_____	_____	_____	_____	_____																					
Total Rupees																										
Less Advance (if any), taken on _____ 20	Rupees																									
Net payable amount/refundable amount (if any)	Rupees																									

DECLARATION:

I hereby declare that no travelling allowance from any Public or Semi Public authority for a part or the whole by the Journey in respect of the above bill has been claimed by me. I further declare that I have travelled by First Class/ Second Class by Trains/ By Air/ By Bus for onward journey and I undertake to travel by First Class/ Second Class by Railway/ By Air/ By Bus for return journey In case I travel by lower class on my return Journey, I undertake to refund the amount equal to the distance.

Certified that I Dr./Shri/Smt _____ hereby declare that I have travelled by my own Car/Taxi No _____ for forward and return journey.

ADDRESS _____

Shri. _____

Date : _____

A/C NO.	
IFSC CODE.	
BANK NAME & Br.	
MOBILE NO.	City.

Signature

Signature of Recommending Officer with Stamp

For the use of the Accounts Section

Payment Received

Passed for Payment/Adjustment of

Stamp if
over
Rs.5000/-

Date _____

Bill Passing Clerk
I. Travelling Allowance
T.A. to _____

(Auditor)
II. Exam. Charges
T.A. to _____

Accounts Officer
III. Salary Account
L.T.C. _____

Finance & Accounts Officer
IV Department of

5. DAILY ALLOWANCE (0.211) In addition to the travelling allowance, daily allowance for the halt on tour which shall be related to the number of days halt for office purpose will be permissible at the following rates:

1 Rates of daily allowance within the State:

Sr. No. (1)	Grade (2)	Pay Range (3)	Rate of Daily Allowance		Rate of Daily Allowance for staying in Hotels changing scheduled tariff	
			Ordinary Rate (4)	Special rate at Mumbai, Pune, Nagpur, Aurangabad, Nasik, Amravati, Nanded & Municipal Corporation Cities (5)	Ordinary Rates at other place in the State & outside State excepting the Cities mentioned in column (5) (6)	Special Rate for Mumbai, Pune, Nagpur, Aurangabad, Nasik, Amravati, Nanded & Municipal Corporation Cities. Delhi & Capital Cities of other states in India (7)
1.	Grade I (A)	16,400 & Above 10,000-16,399	105	130	425	335
	(B)		95	115	330	225
2.	Grade II (A)	8,500-9,999	95	115	330	225
	(B)	6,000-8,499	90	110	250	200
	(C)	4,500-5,999	85	105	160	130
3.	Grade III	Below ` 4,500	80	100	150	100

- Note: -
- 1) For Claiming Daily Allowance for staying in hotels, one has to produce one Single receipt from the hotel, Indicating that the actual expenditure incurred on Lodging/ Lodging & boarding is more than the amount of Daily Allowance Ordinarily admissible.
 - 2) Persons travelling by other than ordinary bus will have to attach tickets with the bill.
 - 3) Prior permission of the Hon'ble Vice-Chancellor is essential for persons travelling by own Car/Taxi. Bill of taxi will have to attach with the bill.
 - 4) Persons travelling other than ordinary class, by Railway must produce at least one way ticket or money receipt or Xerox copy of ticket along with the bill must quote ticket number and date of purchase of ticket on the bill form.