

7. Details of journey(s) performed by Government Servant as well as the members of his/her family:

Departure		Arrival		Mode of travel & class of accommodation used	No. of Fares	Fares Paid (Rs.)	Distance in Kms. by road
Date /Time	From	Date /Time	To				
1	2	3	4	5	6	7	8

8. Transportation charges to personal effects (Money receipts to be attached):

Date	Mode of Transport	Station		Weight in Kgs.	Rate		Amount		Remarks
		From	To		Rs.	P.	Rs.	P.	
1	2	3	4	5	6		7		8
				Total					

9. Transportation charges of personal conveyance:
(Money receipt to be attached)

(a) Mode of transport _____
and station to which transported _____

(b) Amount Rs. _____

10. Amount of advance drawn, if any Rs. _____

11. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. Servant is entitled was used:

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

If the journey by higher class of accommodation has been performed with the approval of the Competent Authority, the number and date of the Sanction may be quoted.

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

Date	Name of places		Fare paid	
	From	To	Rs.	P.
1	2	3		

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

(_____)
Signature of the Government Servant

PART B

(to be filled in the Bill Section)

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

	Rs.	P.
a) Railway/Air/Bus/Steamer fare	_____	_____
b) Road mileage for _____ Kms @ _____ per/km.	_____	_____
c) Transfer Grant / Transfer incidentals = Composite Transfer Grant	_____	_____
d) Transportation of Personal effects	_____	_____
e) Transportation of Private Conveyance	_____	_____
f) Gross Amount (a+b+c+d+e)	_____	_____
g) Less amount of advances, if any drawn vide voucher(s) No. _____ date _____.	_____	_____
h) New amount Rs. _____.	_____	_____

2. The expenditure is debitible to

Initials of bill clerk

Signature of Drawing Disbursing Officer

Countersign

Signature of Controlling Officer