



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? : Yes / No  
 If not, state reasons

(iii) **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 boarding and / or lodging provided by the State or any organisation financed by State funds— :

- (a) Boarding only :  
 (b) Lodging :  
 (c) Boarding and Lodging :

9. Particulars to be furnished along with hotel receipts, etc., in cases where higher rate of D.A. is claimed for stay in hotel / other establishments providing boarding and / or lodging at scheduled tariffs.

Period of stay		Name of the Hotel	Daily rate of lodging charge	Total amount paid
From	To			
(1)	(2)	(3)	(4)	(5)
			Rs.	Rs.

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government 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	
	From	To				Rs.	P.

If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority, number and date of the sanction may be quoted.

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

Date	Name of places		Fare paid	
	From	To	Rs.	P.

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**

**PART—B**

(To be filled-in the Bill Section)

- The net entitlement on account of travelling allowance works out to Rs.....as detailed below :
  - Railway / Air / Bus / Steamer fare Rs. ....
  - Road mileage for.....kms @ Rs. .... P /Kms.
  - Daily allowance—
    - ..... days @ Rs..... per day.
    - ..... days @ Rs..... per day.
    - ..... days @ Rs..... per day.
  - Actual expenses.....Rs. ....  
Gross amount Rs.....
  - Less amount of T.A. advance, if any drawn vide voucher No. ....dated.....Rs. ....  
Net amount Rs.....
- The expenditure is debitable to.....

**Signature of Drawing and Disbursing Officer**

Countersigned

Initial of Bill Clerk

Signature of the Controlling Officer