

**JOINT DIRECTOR, TECHNICAL EDUCATION, REGIONAL OFFICE
NEAR GOVT. POLYTECHNIC, OSMANPURA, AURANGABAD**

Travelling Allowance & Daily Allowance Bill

For Office Use	Bill No :	Date :
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Name :- _____

Designation : _____ Basic Pay Rs.:- _____

Address :- _____

Office Order No & Date :- _____

Reason for travel :- _____

Details of Travel & Stay						Mode of Travel Bus / Rail / Private Vehicle / Taxi / Scooter / Aero Plane etc	Total Distance in K.M.	Ticket No If travelled By 1 st / 2 nd / 3 rd / Class Train / Aero Plane / Taxi etc	Fare (in Rs)
Departure			Arrival						
Date	Place	Departure Time	Date	Place	Arrival Time				

(* Note : PTO for more information)

D.A. @ Ordinary Rate Rs :- For No.of Hours :- i.e. For No.of Days :-

D.A. @ Special Rate Rs :- For No.of Hours :- i.e. For No.of Days :-

Total (in words) Rs :- _____

Certified that :- 1) I have not taken any travelling allowance. 2) I have not claimed & hereafter I will not claim this bill from other organization/ other scheme. 3) All the claims shown are correct to the best of my knowledge

Signature of Applicant :

Passed for payment & cashier to pay Rs. :- _____

(in words) Rs :- _____

Checked By _____ Accounts Officer _____ Joint Director

Received By Cash

Paste revenue stamp
Only if amount exceeds
Rs. 500=00

Revenue Stamp
&
Applicant's Sign