



National Book Trust, India

5, Institutional Area, Vasant Kunj, Phase-II, New Delhi-110070

CLAIM FOR TRAVELING ALLOWANCE LEAVE TRAVEL CONCESSION

Voucher No. & Date

Head of Account

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E. Code

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SB A/c No.

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Name..... Designation..... Whether Govt. Servant/Trust-Employee: Yes/No Basic Pay Rs..... Grade Pay.....

Purpose of Journey..... Head Quarter..... No. & Date of Office Order approving Tour/LTC.....

DEPARTURE										ARRIVAL			For Office use
Date	Hour	From Station/Place	Mode of Journey	No. & Name of Rail/Flight/Ordinary/Delux Bus	Class in which travelled	Distance travelled in Km.	Ticket No.(s)	No. of fare (s)/ Tickets/ Persons	Fare Paid	Date	Hour	To Station/Place	Amount passed for payment

Advance Drawn Rs.....

Enclosures.....

Place.....

Date.....

Claim Admitted	Rs.	P.
1. TA	:	
2. DA	:	
3. Incidentals	:	
Total	:	
Less : Advance	:	
4. Net Claim	:	

PAY ORDER

Pay Rs.....

(Rs.....only)

Accounts Officer

Signature of Claimant _____

Date.....

Counter Signatures _____

Director/ JD (A&F)

Certificate in support of T.A. Claim for the Journey/Tour to.....

CERTIFICATE

Certified that

1. I actually travelled by the same class of accommodation for which T.A. has been claimed
2. The return tickets at reduced rates were not available for any of the station between which journeys were performed.
3. The road journeys for which mileage allowance has been claimed at the higher rates prescribed in S.R. 46 were not performed by taking a single seat in public conveyance which ply regularly on hire between fixed points and charge fixed rates.
4. The journey by road was not performed in any Govt./Private conveyance without payment of its hire charges or incurring return expenses.
5. I was/was not a State guest for the period of my halt on tour.
6. I was/was not provided with free boarding and/or free accommodation for the period of tour.
7. I have actually incurred an expenditure of food Expensive @ Rs..... Per day.

Particulars of Stay

<u>Period of Stay Date & Time</u>	<u>Place of Halt Name of Hotel/Establishment</u>	<u>Daily Rate of Lodging Paid</u>	<u>Total Amount Paid</u>	<u>Entitlement of DA Rate With Hotel/Without Hotel</u>
1.				
2.				
3.				
4.				

Details of Incidental Expenses Incurred on Journey

Mode of Transport : Scooter/Taxi/Bus/Staff Car	Distance	Amount Paid
From residence to Railway Station / Bus Stop / Airport
From Railway Station / Bus Stop / Airport to Place of Halt
From Place of Halt to Railway Station / Bus Stop / Airport
From Railway Station / Bus Stop / Airport to residence

Station.....

Date.....

Signature of Claimant