

T.R. FORM NO. 23
 [See sub-rule (2) of T.R. 4.104]

D. D. O. Code _____
 Grant No. _____
 Head of Account Code _____

Bill No. _____ Date _____ 20__
 T.V./Token No. _____ Date _____ 20__

Travelling Allowance Bill For Tour

Note – This bill should be prepared in duplicate – one for payment and the other as office copy

PART A (To be filled up by Government employee)

1. Name
2. Designation
3. Pay
4. Headquarters
5. Details and purpose of journey(s) performed
6. Residential Address

Departure		Arrival		Mode of travel and class of accommodation	Fare paid	Distance in kms. for road mileage	Duration of halt	Purpose of journey and Ticket No.
Date & time	From	Date & time	To					
1	2	3	4	5	6	7	8	9

6. Mode of Journey:

(i) Air

(a) Exchange voucher arranged by office Yes/No .

(b) Ticket/Exchange voucher arranged by Yes/No .

(ii) Rail

Whether travelled by mail/express/ordinary train

(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 employee 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 board and/or lodging provided by the State or any organisation financed by State funds:-

(a) Board only.

(b) Lodging only.

(c) Board and lodging.

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

Period of stay		Name of the hotel*	Daily rate of lodging charged	Total amount paid
From	To			
1	2	3	4	5
1.				
2.				
3.				
4.				
5.				

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Government employee is entitled was used.

Departure		Arrival		Mode of conveyance and class of accommodation used	Fare paid and Ticket No.	Class to which entitled	Fare of the entitled class	Distance in Km. by road	Remarks
Date & time	From	Date & time	To						
1	2	3	4	5	6	7	8	9	10
							Rs.		

If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority then number and date of the sanction may be quoted in column 10.

* Hotel Receipt has to be furnished.

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

Date and mode of conveyance used	Name of places		Fare paid	
	From	To		
1	2	3	4	
			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 employee
Date _____

PART B – (To be filled in the Bill Section)

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

(a) Railways/air/bus/steamer fair Rs. _____

(b) Road mileage for _____ kms. Rs. _____
@ _____ p/km.

(c) Daily allowance Rs. _____

(i) _____ days @ Rs. _____ per day. _____

(ii) _____ days @ Rs. _____ per day. _____

(iii) _____ days @ Rs. _____ per day. _____

Rs. _____

(d) Actual expenses, if any Rs. _____

Gross amount Rs. _____

(e) Less amount of T.A. advance, if any, drawn *vide* voucher No. _____ Rs. _____

dated _____ Please pay Net Amount Rs. _____

(in words) Rupees _____ only.

Allotment Received Rs. _____ Please pay to self by Order Cheque/Account Payee cheque

Progressive Expenditure including this bill Rs. _____ in favour of _____

Balance Available Rs. _____

Bill Clerk

Accountant

Signature of the Drawing & Disbursing Officer

Countersigned.

Signature of the Controlling Officer

For use at the Treasury

Examined and entered.

Pay Rs. _____ (Rupees _____) only
(in words)

as per endorsement overleaf of the Drawing & Disbursing Officer

Accountant/J.A.O.

T.O./A.T.O./P.A.O./A.P.A.O.

Dated _____ 20__

For use at the Office of the Accountant General (Audit), West Bengal

Admitted Rs. _____

Objected Rs. _____ for reasons stated below.

Dated _____ 20__

Auditor

S.O./A.A.O./Audit Officer
