## TRAVELLING ALLOWANCE BILL OF THE ESTABLISHMENT

N	Head quarters	Actual Pay	PARTICULAR OF JOURNEYS END AND HALTS						Kind of journey by Rail ( mail or	Railway Steamer fare			
Name and designation			Station	Depar Date	Hour	Station	Arrival Date	Hour	passenger) Steamer air roads of trolley	Class	Aeroplane No of fares		
1	2	3	4	5	6	7	8	9	10	11	12	13	
									Total				
									Total				

Station	
Date	

(in words)

Travelling by road includes traveling by sea or river in a steam launch or in any vessel other than a steamer and traveling incase where the streamer company has two rates of fares, one inclusive and one exclusive or diet, the word "fare" if there is a combined appropriation for traveling allowance or Gazetted and Non-Gazetted.

of	• • • • • •				for	the n	nonth	of			.20				
Mileage by road as trolley			Daily Al	llowance			Actual expenses			Purpose	Total of				
No. of miles	Rate		Amount	No of days	Rate	Amount		Particulars	Amount		of Journey	each line		Remarks	
14	1	5	16	17	18	1	9	20	21		22	23		24	
	Rs.	P				Rs.	P.		Rs .	P		Rs.	P	a) Appropriation for 20  Expenditure Including this bill	
	•	D	educt – 1	Ündisbu	irsed Al	llowai	nce re	funded detailed  Net sum of required			vers	onten	ıts 1	received	

bycanel (The particulars kind should be specified) should be held to mean "fare exclusive diet"

Government servants the combined appropriation and expenditure should be shown in this column.

Head of Office

## **CERTIFICATES**

1 Month

1. Certified that I have satisfied myself that amounts included in bills drawn 2 months

3 month

to this date, with the exception for those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servants there in named and their receipts taken in the office copy of the bill or in a separate acquittance roll.

- 2. Also that the journeys for which mileage has been claimed under supplementary Rule 77 of Non-Gazetted ministerial or inferior Government servants were made by public or hired conveyance under my order.
- 3. Also that it was necessary for the Government servants for whom halting allowance and the headquarters is drawn to keep up the whole or part of their camp eduipage during such halt, and that the expense incurred on this account was not less than the halting allowance drawn (Supplementary Rule 91)

Head Office

DETAILS OF TRAVELLING ALLOWANCE REFUNDED									
Section of Establishment	Name	Period	Amount	Section of Establishment	Name	Period	Amount		
Passed for Rs.		Rupe	es	Controlling Officer					
Date		Pay Rs.		Rupe					
	Examined and entered Treasury Accountant								

Date Treasury Officer

One line to be used and the Other scored out, Clause 2 should be scored out when no mileage is claimed under Supplementary Rule 77 and clause 3 when here is no under Supplementary rule 91. T. R. 25 : Cuter

Treasury Rules 227 (1)

Travelling Allowances Bill (Non-Gazetted Establishment)

Instruction for preparing Travelling Allowance Bills

of

- 1. Journerys of different kinds and journey and halt should not be entered on the same line Only one kind of allowance should therefore, be filled on the same line and its amount carried out separately into the last money column.
- 2. Permanent traveling conveyance and horse allowances should be drawn along with the pay of the Government servant and not in Travelling Allowance Bills.
- 3. Fractions of a mile in the total of a bill for any one Journey for each person should not be charged for.
- 4. When the first item of a Travelling Allowance Bill is a halt, the date of commencement of that Halt should be stated in the "Remarks" column.
- 5. If daily allowance is claimed in respect of road journey, the number of miles traveled should be entered in column 14 and the daily allowance in column 17 to 19.
- 6. Journey performed beyond Indian territory should be indicated separately and the distance traveled should be stated in each case.
- 7. When traveling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the "Remarks" column whether or not the halt exceeded tea days.

(Space for pre-audit enfacements in respect of bills submitted for Pre-audit)

For use in	ı Accountar	nt General's Office	
Head of Account		Admitted for Rs	
	Auditor	Superintendent	Gazetted Officer

To be entered Drawing Officer and checked in Accountant General's Office.