



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University Established by Parliament by Act No. 3 of 1997)

TRAVELLING ALLOWANCE BILL

(For Subject Experts/Members of Various Committees)

1. Name and Designation : _____
2. Address : _____

3. Grade Pay/Level : _____
4. Meeting –

Subject: _____

Place: _____

Date: _____

5. Identification: A. University Member C. Outstation Expert
B. Local Expert
6. Whether hospitality provided Yes No
7. Place of Stay Guest House Hotel Private Arrangement
(a) Name of Hotel/Guest House: _____
(b) Period of Stay : _____ to _____
(c) Rent Paid : _____ Rs. _____ (Receipt attached)

8. Particulars of Journey

Particulars	Departure	Arrival	Claim/Entitlement	Amount
Onward Journey			Onward Journey Air @ Train (Class _____) Conveyance Charges (Taxi/own car) Distance (Kms) _____	
Station		
Date	Return Journey Air @ Train (Class _____) Conveyance Charges (Taxi/own car) Distance (Kms) _____	
Time		
Return Journey			Food Charges @ Rs. _____ per day No. of Days _____	
Station		
Date	Sitting Fee @ Rs. _____ per day No. of Days _____	
Time		
Encl: (1) _____ (2) _____ (3) _____			Other Charges	
			Total	

9. CERTIFICATES

<ol style="list-style-type: none">1. I travelled in the class of accommodation to which I am entitled.2. It was present at the duty point on the days for which the claim has been raised.3. The mileage claimed is correct to the best of knowledge.4. No claim for this visit has been raised to any other authority.5. Free conveyance was not provided. <p style="text-align: right;">Signature of Expert</p>	<p>This is to certify that the above person attended the meeting/activity. Claim may be paid as per rules.</p> <p style="text-align: right;">Signature of Concerned Authority</p>
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1.	Name	
2.	PAN	
3.	Bank Account No.	
4.	Bank Name with Branch	
5.	IFSC Code No.	
6.	MICR Code No.	
7.	Mobile No.	
8.	Signature	

CALCULATION OF CLAIM
(For use in Finance Department)

Bill No./Voucher No. _____

- (1) Local Road Mileage: Rs. _____
- (2) Train/Bus/Air Fare: Rs. _____
- (3) Road Mileage for inter-city Rs. _____

Journey

- (a) Rs. _____ Road Mileage
- (b) Rs. _____ Toll Charges
- (c) Rs. _____ Inter-City Road Tax

(Receipt for taxi, toll charges, road tax attached)

- (4) Food charges for _____ days Rs. _____
- @ Rs. _____ per day.

- (5) Lodging charges for _____ days Rs. _____
- @ Rs. _____ per day.

(Receipt attached)

- (6) _____ Sitting fee for Rs. _____
- _____ day @ Rs. _____ per day.

Total Rs. _____

TDS on sl. No. 6 Rs. _____

Net Payable Rs. _____

(Rupees in word _____)

Assistant

Section officer

ARD

Finance Officer