

HeadQuarter

Total

Advance taken

Motilal Nehru National Institute of Technology (MNNIT) Allahabad

TA/DA Bill

Name of	the claimant		Designation			Department/Office			
Organizati	ion		Pay Level/Fellowship	p (Mandatory))				
Purpose o	of the visit (approved b	y)							
Departure		Arrival		*Mode of Journey	Class (Mandatory)	Km. (Mandatory)	Expenditure (Rs.)	Remarks/	
Station	Date & Time (in 24 hour)	Station	Date & Time (in 24hour)	Rail/Road /Air	GEN/SL/1st AC/2nd AC/3rd AC/Economy/				
	Cost of local travel	s:							
Total days of absence from the			Transit DA for	days @	Rs				

Fixed DA for

Hotel DA for

Free boarding/lodging or both provided if any:

Balance to be reimbursed/returned to the employee/by the employee

days @ Rs.

days @ Rs.

I certify that:

- 1. No concession was available.
- 2. Journey was actually performed in the class for which claim has been made/performed.
- 3. Journey was performed by the shortest route (if not the reason) and in the interest of the Institute.
- 4. Journeys by road were performed in hired conveyance/borrowed conveyance for which proper charges have been paid by me.
- 5. TA for the above journeys has not been drawn from any other sources.
- 6. Ticket booking was done from authorized agency i.e. IRCTC, Ashoka Travels and Balmer Lawrie and Toll Tax deduction related message/documents is provided with this claim form in case of Own/Hired Taxi Travel.
- 7. Prior approval for this travel was taken by competent authority before Actual date of travel.

I certify that the information as given above are true and to best of my knowledge and belief.

	(Signature of the claimant with date)
	Name
	Address:
Certified that Mr./Ms./Dr	was required to travel for the reason as
specified in the interest of the Institute and his/stay from	towas
necessary.	
	(Signature of HOD with date and seal)