**BIHAR ANIMAL SCIENCES UNIVERSITY**

**PATNA**

**Travelling Allowance Form**

**PART-1**

Name of Employee :

Designation :

College/Unit :

Pay/ Grade pay :

Purpose of Tour :

**Final Tour Diary/ Program**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date/Time** | **From** | **To** | **Mode of Travel**  **Road/Train/Air** | **Km.** | **Fare in Rupees** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Task /Activity done Report**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Date** | **Name of Task** | **Brief details of achievement in Task /Activity** |
|  |  |  |  |
|  |  |  |  |

Enclosed: 1) Tickets 2) Receipt of Hotel/ Guest House

3) 4)

Advance Drawn: Rs……………./Nil

Signature of claimant

Date: ……/……/ 2018

Approved/ Not approved

Controlling officer

Date:…../……/2018

**BIHAR ANIMAL SCIENCES UNIVERSITY**

**PATNA**

**Travelling Allowance Form**

**PART-2**

1. Fare

By Road : ……………………

By Train : ……………………

By Air : ……………………

Total A. : ……………………

1. DA @ Rs…………… for ………. Days ……………………

@ Rs…………… for ………. Days ……………………

@ Rs…………… for ………. Days ……………………

Total B. : ……………………

1. Hotel / Guest House Charges

@ Rs…………… for ………. Days ……………………

@ Rs…………… for ………. Days ……………………

@ Rs…………… for ………. Days ……………………

Total C. : ……………………

Total T.A to be paid (A. + B. + C.) = …………………..

Signature of Dealing staff Assistant Comptroller

Countersigned

Controlling Officer

Pay Rs ………………………………………………

Assistant Comptroller Comptroller