**INDIAN INSTITUTE OF SCIENCE, BANGALORE 560 012**

Traveling allowance bill of … **……………………………………………………………………………………………** for the month of …………………………………

Designation **……………………………** Department………**……………………………** Basic Pay / Scholarship Rs. …………………………………….. Name of Scholarship ………

Authority for the journey (Approval letter number & Date **)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Particulars of Journeys and Halts | ROAD | RAILWAY | AIR | DAILY ALLOWANCE | Purpose of Journey | Total of each line |
| DEPARTURE | ARRIVAL |  No. of Kms. | RateRs. | Amount | No. of Kms. | RateRs. | Amount | Rs. | No. of days | Rate | Amount |  | Rs. | Ps. |
| Station | Date | Hour | Station | Date | Hour | Rs. | Ps | Rs. | Ps. | Rs. | Ps. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Gross amount claimed |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Less TA advance Received |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Balance Amountclaimed  |  |  |

**CERTIFICATE**

1. I traveled in the class of accommodation to which I am entitled.
2. I certify that I did not perform the road journeys for which mileage allowance has been claimed at the higher rates prescribed in Rule 46 of the supplementary rules by taking a single seat in any public conveyance, which plies regularly for hire between points and charges fixed rates. I also certify that the journey was performed in any other vehicle without payment of its hire charges or incurring its running expenses. I also certify in respect of journeys for which road mileage is claimed.
	* 1. At Rs. 2-00 per Kilometre, I actually traveled in my own car/full Taxi without sharing the cost of propulsion with any other person
		2. At Rs. 1-00 per Kilometre, I actually traveled in a taxi by taking a single seat and that my share of expenses is not less than the amount claimed.
		3. At Rs. 1-00 per Kilometre, I actually traveled in a Scooter/motor cycle/autorikshaw without sharing the cost of its propulsion with any other person.
		4. At Rs. 1-00 per Kilometre, I actually traveled in a Scooter/motor cycle/autorikshaw and that my share of expenses is not less than the amount claimed.

3. I was actually and not merely constructively present in the camp on all days for which allowance has been claimed.

4. The distances for which mileage are claimed are correct to the best of my knowledge.

Station: Bengaluru Signature & Designation of the Drawer

Date: Countersigned by :

|  |
| --- |
| FOR THE USE OF OFFICE ONLY |
| Noted L. F. No.Unit V |  |
|  Exp. Noted L. F. No.Unit : |  |

 Chairman ………………………………………………

PASSED FOR Rs. ……………………. Debit …………………………………….

Adjustment Rs. ………………………… Credit ……………………………………

For payment Rs. …………………………………………………………………….

Superintendent Accounts Officer Internal Auditor

 Dept./Section ………………………………………….

**INDI**