**St. Joseph’s College of Engineering & Technology, Palai.**

**Travelling Allowance Bill**

 **Name :**

**Designation :**

**Department :**

**Basic Pay :**

**Purpose of journey :**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Departure** | **Arrival** | **Halt****at** | **Mode of Travel (Rail, Bus, Taxi, Car, Auto,2-** **Wheeler)** | **Fare****paid** | **Loadging** **expenses** | **Bata/****D.A** | **Other****Expenses** | **Total** |
| **Date** | **Time** | **Station** | **Date** | **Time** | **Station** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Rupees** |  |

**Total Amount Claimed: Rs.**

**Advance taken, if any: Rs.**

 **Signature:**

**Date:**

**Place:**

 **Countersignature of HOD:**

 **Sanctioned:**

|  |
| --- |
| **For Office Use :** |