**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 :** |