INDIAN INSTITUTE OF SCIENCE, BANGALORE - 560 012

Travelling allowance bill of ..... for the month of .....

Designation ..... Department ..... Basic Pay/Scholarship Rs..... Name of the 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																		
Station	Date	Hour	Station	Date	Hour	No. of Kms.	Rate Rs	Amount Rs.	P.	Class	No. of Kms.	Amount Rs.	P.	Air fare Rs.	No. of days	Rate Rs.	Amount Rs.	P.		Rs.	P.
																			Gross Amount Claimed		
																			Less T.A. Adv. Recd.		
																			Balance Amt. Claimed		

CERTIFICATE

1. I travelled 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 fixed points and charges fixed rates. I also certify in respect of journeys for which road mileage is claimed.
   - (i) at Rs. 2-00 per Kilometre, I actually travelled in my own Car/full Taxi without sharing the cost of propulsion with any other person.
   - (ii) at Rs. 1-00 per Kilometre, I actually travelled in a Taxi by taking a single seat and that my share of expenses is not less than the amount claimed.
   - (iii) at Rs. 1-00 per Kilometre, I actually travelled in a Scooter/Motor Cycle/Autorikshaw without sharing the cost of its propulsion with any other person.
   - (iv) at Rs. 0-50 paise per Kilometre, I actually travelled 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.....

Date.....

Signature & Designation of the Drawer

Countersigned by :

Chairman.....

Dept./Section.....

DIRECTOR

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

Passed for Rs..... Debit.....

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

For Payment Rs.....

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Superintendent Accounts Officer Internal Auditor