

Dr. Babasaheb Ambedkar Marathwada University

Voucher No.

NOTE :- ALL ENTRIES IN THIS FORM MUST BE FILLED IN BY THE PERSON PREFERRING THE BILL, IF ANY ENTRIES ARE LEFT BLANK, THE FORM WILL BE RETURNED FOR COMPLETION TO THE PERSON PREFERRING THE BILL.

Shri/Shrimati/Dr. Designation Basic Pay

Member of the

To amount due to me, being the cost of travelling

1 Purpose of Journey/halt	Amount	
	Rs.	Ps.
.....		
2 PARTICULAR OF JOURNEY AND HALTS :		
Departure	Arrival	
Station Date Time	Station Date Time	
.....		
.....		
Total hours of journey		
3 MODE OF JOURNEY :		
I RAILWAY :		
Class	First Class Ticket No.	Date
From	to	and back
II BY BUS/ANY OTHER ESTABLISHED BUS SERVICE :		
Class	First Class Ticket No.	Date
From	to	and back
III BY OWN CAR / TAXI : Car/Taxi No. Petrol/Diesel		
From	to	and back
Total K.M. both ways	@Rs. Per K.M.	
IV BY AIR :		
From	to	and back, Ticket No.
Date	Amount	
V DAILY ALLOWANCE :		
For	days@Rs.	per day Amount
VI Conveyance Allowance		
Days@Rs.		Total Rupees
Less advance (if any), taken on	20	Rupees
Net payable amount/refundable amount (if any)		Rupees

DECLARATION :

I hereby declare that no travelling allowance from any Public or Semi Public authority for a part or the whole by the Journey in respect of the above bill has been claimed by me. I further declare that I have travelled by First Class/Second Class by Trains/By Air/By Bus for onward journey and I undertake to travel by First Class/Second Class by Railway/By Air/By Bus for return journey In case I travel by lower class on my return Journey, I undertake to refund the amount equal to the distance.

Certified that I Dr./Shri/Shrimati hereby declare that I have travelled by my own Car/Taxi No. Petrol/Diesel for forward and return journey.

ADDRESS :

.....

Date

Signature

Signature of Recommending Officer
 with Stamp

For the use of the Accounts Section
 Payment Received

Passed for Payment/Adjustment of

Stamp
 if over
 Rs. 500/-

.....

 Date

<i>Bill Passing Clerk</i>	<i>(Auditor)</i>	<i>Accounts Officer</i>	<i>Finance & Accounts Officer</i>
I Travelling Allowance	II Exam. Charges	III Salary Account	IV Department of
T.A. to	T.A. to	L.T.C.

5. DAILY ALLOWANCE (0.211)

In addition to the travelling allowance, daily allowance for the halt on tour which shall be related to the number of days halt for office purpose will be permissible at the following rates :-

1 Rates of daily allowance within the State :-

Sr. No.	Grade	Pay Range	Rate of Daily Allowance		Rate of Daily Allowance for staying in Hotels changing scheduled tariff	
			Ordinary Rate	Special rate at Mumbai, Pune, Nagpur, Aurangabad, Nasik, Amravati, Nanded & Municipal Corporation Cities	Ordinary Rates at other place in the State and outside State excepting the Cities mentioned in column (5)	Special Rate for Mumbai, Pune, Nagpur, Aurangabad, Nasik, Amravati, Nanded & Municipal Corporation Cities, Delhi, and Capital Cities of other State in India
		Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7
1	Grade I (A)	16,400 and Above	105	130	425	335
	(B)	10,000-16,399	95	115	330	225
2	Grade II (A)	8,500-9999	95	115	330	225
	(B)	6,000-8499	90	110	250	200
	(C)	4,500-5999	85	105	160	130
3	Grade III	Below Rs. 4,500	80	100	150	100

- Note :- (1) For Claiming Daily Allowance for staying in hotels, one has to produce one Single receipt from the hotel, indicating that the actual expenditure incurred on Lodging / Lodging and boarding is more than the amount of Daily Allowance Ordinarily admissible.
- (2) Persons travelling by other than ordinary bus will have to attach tickets with the bill.
- (3) Prior permission of the Vice-Chancellor is essential for persons travelling by own Car/Taxi. Bill of taxi will have to attach with the bill.
- (4) Persons travelling other than ordinary class, by Railway must produce at least one way ticket or money receipt or xerox copy of ticket alongwith the bill must quote ticket number and date of purchase of ticket on the bill form.