

FORM A7

PROJECT NO: _____

INDIAN INSTITUTE OF TECHNOLOGY, MADRAS CLAIM FOR TRAVELLING ALLOWANCE

(use additional form if visit is to more than one-place)

Name: _____
Designation: _____
Department: _____

OFFICIAL NON-OFFICIAL

ONWARD JOURNEY

ADVANCE DRAWN Rs.....

(BASIC CONS. PAY @ R.s.....)

- | | | |
|---|---------------------------------|-------|
| 1. Place of residence Office | : | |
| 2. Name of nearest Airport Railway Station | : | |
| 3. Road journey from 1 to 2 above | : | |
| (a) Mode of conveyance used | : CAR TAXI AUTO BUS | |
| (b) Distance covered | : KM..... | |
| (c) Fare paid | Rs..... | |
| 4. Date & time of departure of Plane Train Bus | : DATE..... | |
| | : HRS..... | |
| 5. Destination reached | : | |
| 6. Date & time of arrival of Plane Train Bus | : DATE..... | |
| Destination | : HRS..... | |
| 7. Place of Stay Office of duty | : | |
| 8. Road journey from 5 to 7 above | : | |
| (a) Mode of conveyance used | : CAR TAXI AUTO BUS | |
| (b) Distance covered | : KM..... | |
| (c) Fare paid | Rs..... | |

STAY

9. Particulars of Meeting duty
- (a) Nature :
- (b) Duration FROM..... TO.....
- (c) FREE BOARDING LODGING
 AVAILABLE IF ANY :
- (d) LODGING CHARGES PAID IF ANY
 (WITH PROOF OF PAYMENT) :

RETURN JOURNEY

- | | | |
|--|---------------------------------|-------|
| 10. Road journey from place of stay to
Airport Railway Station | : | |
| (a) Mode of conveyance used | : CAR TAXI AUTO BUS | |
| (b) Distance covered | : KM..... | |
| (c) Fare paid | Rs..... | |
| 11. Date & time of departure
of Plane Train Bus | : DATE..... | |
| | : HRS..... | |
| 12. Date & time of arrival of
Plane Train Bus at HQ | : DATE..... | |
| | : HRS..... | |
| 13. Road journey from Airport Railway
Station to HQ to residence used | : | |
| (a) Mode of conveyance used | : CAR TAXI AUTO BUS | |
| (b) Distance covered | : KM..... | |
| (c) Fare paid | Rs..... | |
| 14. Air fare Train fare Bus fare paid | | |
| (a) Onward | Rs..... | |
| (b) Return | Rs..... | |
| 15. Food Charges (with proof of payment) _____ | Rs..... | |
| | Rs..... | |
| 16. Registration Fee | Rs..... | |
| 17. Total Claim | Rs..... | |

CERTIFICATE

1. Certified that claimed in this bill has not been claimed or will not be claimed in any other bill from any other source.
2. Certified that I actually traveled by FIRST/SECOND class Rail/Air and paid Rs.....for return Train fare/Air fare.
3. Certified that the distance by Road for which Road Mileage is claimed is correct to the best of my knowledge. Certified that I performed the Road journey for which mileage is claimed by **TAXI/OWN CAR/SCOOTER/MOTOR CYCLE/AUTO/ PUBLIC BUS/FREE TRANSPORT.**

Co-ordinator

Signature of claimant

'F' A/c.

FOR OFFICE USE ONLY

TA/DA BILL FOR THE MONTH OF.....19.....

Name :
Designation :
Dept/Section :

Rs. P.

Total Train fare/Air fare admissible :
Total road mileage admissible :
Total Food Charges admissible :
Registration Fee :
Gross T.A. claim : Rs. _____
Less T.A. Advance drawn : Rs. _____
Net amount admissible/recoverable : Rs. _____

CODE No.

Commitment No.....

CLASSIFICATION:

PASSED FOR PAYMENT / ADJUSTMENT Rs.

Rupees.....

Asst. Acct. A.R. (F&A) D.R. (F&A) REGISTRAR

Noted in T.A. Register Sl. NOFolio

PAID BY CHEQUE NO. :

VOUCHER NO:

DATED:

DATE:

CASHIER

A.R.(F&A)/D.R.(F&A)

Special Instruction to Cashier