KERALA UNIVERSITY OF HEALTH SCIENCES, THRISSUR
(FINANCE SECTION)

A/c No :..

IFS Code :..

Bank with Branch :..

Voucher No :..

Month of :..

Debit Head :..

TRAVELLING ALLOWANCE BILL FOR THE MONTH OF .... 20 ....

1) Name : Mr/Mrs.(in blcok letters).. 3) Pay (with scale of pay)..

2) Designation and Place of normal Residence with correct postal Address.. 4) Head quarters..

....

Date / Hour of Departure	Place			Mode of Convey-ance used	Distance	Mileage Allowance for Rail/Air Journeys			Mileage Allowance for Road Journeys		Daily Allowance for Halts		Total of each line	Purpose of Journey and Halt with authority
	From	To				Train	Incidental expences							
	Station	Station	Hour of Arrival		By Rail/ Air/ Road	Class and Fare	Rate	Amount	Rate	Amount	Hours of Halt	Amount of D.A		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
												Total		
												Advance Drawn if any		
												Net Payment		

NB: Details of any other duty on the same date or adjacent dates. If not, please fill " Nil"	Date/s	Duty Performed	Order No. & Date

(CONTENTS RECEIVED)

Revenue Stamp

Signature of the Officer who travelled

Name of the Officer

(PTO)

CERTIFICATES

1. I certify that the distance of each journey shown in the bill is correct to the best of my knowledge and belief.
2. I certify that the amount claimed in this bill or any part thereof has not been claimed previously.
3. I certify that T.A for the journeys for which claim is made in this bill has not been claimed from any other source and in connection with any other purpose.

JOURNEY BY RAIL:

4. I certify that for the Railway journey inlcuded in this bill I travelled by .... class/Ordinary / Express for which allownaces is claimed.
5. I certify that concessional rates were not obtaionable for any of the Railway journeys covered by the bill.

JOURNEY BY ROAD IN SPECIAL CONVEYANCE:

6. I certify that I did not perform the raod journey for which mileage allowance has been claimed at the higher rates prescribed in any public conveyance which lies regularly for hire between fixed points and charges fixed rates I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running charges.
7. I certify that the road journey for which mileage allowance has been claimed at higher rates were performed in my own Car.
8. I certify that the road journeys for which mileage allowance at the other has been claimed in the bill were performed by foot between places not connected by any public conveyance.
9. I certify that I have performed the journey by air, for which air has been claimed. Cetified also that no credit facilities have been availed in respect of the air fare.

Place...

Date: ....

Note : The claimant's signature in the bill will be treated as pertaining to the cetificate also which is consistent with the claims preferred.

Signature of person
who performed journey

FOR OFFICE USE

Countersigned and certified that the days for which halting allownace is claimed were necessary and spent for conduct of University Business.

Signature :...

Chairman of ....

Note: 1. Hours of halt means the period between the hour of reaching a station and the hour of departure there from.

2. No counter Signature is necessary in the case of bills for journey to attend the meetings of Senate, Syndicate and their Committees.

Countersigned for Rs: ....

(Rupees ....)

Date: ....

D.R. / Finance Officer

Memorandum

		Rs.	Ps
Allotment for 201 .... 201............	-		
Expenditure including this bill	-		
Balance	-		

(For use in Govt. Auditors Office)

Admitted - Rs.................................

Objected - Rs.................................

Nature of Objection :

Govt. Auditor

(For University Pre-Audit use only)

Payable at U.P.A.D

Passed for Rs...................... (Rupees ....

....)

Asst. S.O A.R. D.R/F.O

Paid by Cheque No ....

Date .... D.R/F.O

1. No. T.A bill ordinarily be paid for journey which do not exceed a distance of 8 K.M from the starting point. An exception is made in the case of members of Senat, Governing Council and Board of Studies, who reside in any place where University Business is transacted. They will be paid sitting fees for attending such meetings.
2. No vacation address recognised by the University.
3. T.A can be paid only the day of the University Business itself provided the T.A Bills are presented sufficiently early.
4. The Vice-Chancellor is competent to sanction special rates of travelling allownce for journey from a station other than the normal Head quarters on such particular occasion and for special reasons as he may consider necessary.