

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

TEQIP PROJECT ACTIVITY TRAVELLING ALLOWANCE FORM

Name Activity Name.....
 Designation..... Grade Pay/Academic Grade Pay.....
 Institute Name.....

I am furnishing Journey Details for my TA Bill with a request to reimburse as per rules.

Mode of Transport used in Journey: Air / Train / Car / Bus / Auto (Please Tick ✓)

{ A } Transport Details

TO & FRO JOURNEY DETAILS i.e. Date & Time (Including TAXES, if any)	Station		Mode	Distance	Total Amount
	From	To			

{ B } Accommodation Details

Name of the Hotel & Room Type	Date		No of Days	Total Amount
	Check - In	Check - Out		

OR

{ C } DAILY ALLOWANCES	Date		No of Days	Per Day Amount	Total Amount
	Departure Time	Arrival Time			

Total Amount { A+ B/C }

Amount in Words: (.....)

Certified that the above information and the TA claim are correct to the best of my knowledge. I also certified that the journeys were performed by the shortest and cheapest route and were actually performed by the mode stated in the bill. I also hereby declare that I have not claimed the TA amount to any other Institute or other source.

Date:.....

.....

Signature of the claimant

For Office Use - The above claim is found to be correct and is passed for payment.

Received by Claimant

Junior Accounts Officer