

(Space for writing and certificates required to allowance)

Signature

	Rs	Paise	
Rly/Air/Bus fare			Signature <div style="border: 1px solid black; width: 50px; height: 50px; margin: 10px auto; text-align: center;">Stamp</div> of officer who traveled Office MEMO
Km. by road @per Km			
..... days for which daily allowance is claimed.			
Total _____			Appropriation
Amount of advance, if any			19 19
Net claim			Expenditure including the bill. BALANCE

Passed for Rupees _____

Pay Rupees

Controlling Officer

DISBURSING OFFICER

INSTRUCTION FOR PREPARING TRAVELLING ALLOWANCE BILLS

1. Journey of different kinds and journey and halts should not be entered on the same line.
2. Number of miles traveled should be entered in each case of journey by road, rail or boat.
3. Fraction of mile in the total of a bill for any one journey should be charged for