



COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India
Website: www.cottonuniversity.ac.in



TRAVELLING ALLOWANCE BILL

Name of the claimant	
Designation	
Department	
Name & Designation of the person(s) accompanying	
Purpose of visit	

(FOR FINANCE SECTION USE ONLY)	
The aforesaid claim has been examined as per rules applicable in force and passed for an amount of Rs _____ and forwarded to the Competent Authority for approval.	
Dealing Assistant	Finance Officer
Date: ___/___/20___	

PART A: TRAVELLING ALLOWANCE

Date of Journey	Departure		Arrival		Mode of Travel	Ticket No./PNR No.	Total Distance (in kms)	Total Fare
	Time	From	Time	To				
Total of Part A: Travelling Allowance								

PART B: ACCOMODATION

Location	Check-in Date & Time	Check-out Date & Time	Period of stay (in no. of days)	Name of Hotel/Guest House/Property	Amount Paid
Total of Part B: Accomodation					



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PART C: DAILY ALLOWANCE

No. of days	Daily Allowance Rate	Amount
Total of Part C: Daily Allowance		

Total Claim Amount (Part A+Part B+ Part C)	
Less: Advance drawn (if any)	
Net Amount due from University	
Excess Refundable (if any)	

DECLARATION BY THE CLAIMANT

Certified that the journey undertaken by me is in the interest of the University and the amount claimed in this bill has neither been drawn from any other sources nor it was shared with any other person(s). Apart from this, it is also certified that the information given for the claim is true to the best of my knowledge and belief and the aforesaid claim may be admissible as per TA Rule of the Govt. of Assam/Cotton University or any other rule applicable from time to time as per the funding agency. I have no objection in deduction of any un-admissible amount by the competent authority in this claim form and the final admissible amount may be disbursed to the mentioned bank account.

Place:

Date: ___/___/20___

Signature of the claimant

BANK DETAILS (To be filled in BLOCK Letters)

ACCOUNT NUMBER	
NAME OF THE ACCOUNT HOLDER	
BANK NAME	
BANK BRANCH	
IFSC	

Enclosure(s)

1. Copy of approved tour application form.
2. Tour Diary.
3. Original bills/memos relating to the tour duly self attested by the claimant (*Boarding Pass is mandatory in case of air travel*)

NB:

1. Failure to submit tour approval form will result in forfeiture of claim against the tour.
2. Tour Diary is mandatory in case of visit outside Guwahati



सत्यमेव जयते

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अप्रमत्तेन वेदव्ययम्

TOUR DIARY

Date	Activities (Day wise)

Signature

Date: ___/___/20___