

# Travelling Allowance Bill for Tour

Note: This bill should be prepared in duplicate, one for payment and the other as office copy.

## PART – A [To be filled by the Claimant]

<b>1.</b>	<b>Name of Officer / Official</b>	
<b>2.</b>	<b>Designation</b>	
<b>3.</b>	<b>Gross Pay p.m./Level</b>	
<b>4.</b>	<b>Head Quarter/Office Address</b>	
<b>5.</b>	<b>Details and Purpose of Journey(s) performed</b>	As under

Departure		Arrival		Mode of travel & Class of Accommodation	Fare Paid Rs.	Distance in Kms.
Date & Time	From (Place)	Date & Time	To (Place)			
1.	2.	3.	4.	5	6.	7.
<b>Purpose of Journey Performed</b>						

**Signature of the Govt. Servant**

<b>6.</b>	<b>Mode of Journey:-</b>		
(i)	<b>Air</b>		
	(a)	Exchange voucher arranged by office	Yes / No
	(b)	Ticket / Exchange voucher arranged by	
(ii)	<b>Rail</b>		
	(a)	Whether travelled by Mail / Express / Ordinary Train?	Yes / No
	(b)	Whether return tickets available?	Yes / No
	(c)	If available whether return tickets purchased? If not state reasons.	
(iii)	<b>Road</b>		
	Mode of conveyance used i.e. by Government transport/by taking a Taxi, a single seat in a bus or other public conveyance/ by sharing with another Government Servant in a car belonging to him/her or to a third person to be specified (as per individual's entitlement of taxi/auto/bus etc.)		

<b>7.</b>	<b>Dates of absence from Place of halt, on account of :</b>	
(a)	Restricted Holiday & Casual Leave	
(b)	Not being actually in camp on Sundays and Holidays	

<b>8.</b>	<b>Dates on which free Boarding and / or Lodging by the State or any organization financed by State Funds :</b>	
(a)	Boarding only	
(b)	Lodging only	
(c)	Boarding and Lodging	

<b>9.</b>	<b>Particulars to be furnished along with Hotel receipts etc., in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariffs :</b>			
<b>Period of Stay</b>		<b>Name of the Hotel</b>	<b>Daily rate of lodging charge</b>	<b>Total Amount Paid</b>
<b>From</b>	<b>To</b>			

<b>10.</b>	<b>Particulars of journey(s) for which higher class of accommodation than the one which the Government servant is entitled was used :</b>					
<b>Date</b>	<b>Name of Place</b>		<b>Mode of Conveyance used</b>	<b>Class to which entitled</b>	<b>Class by which travelled</b>	<b>Fare of the entitled class</b>
	<b>From</b>	<b>To</b>				
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
						Rs.      Ps.

**Signature of the Govt. Servant**

If the journey by higher class of accommodation has been performed with the approval of the Competent Authority, No. and date of the sanction may be quoted.	
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11. Details of Journey(s) performed by road between places connected by Rail (but the journey not done by Rail) :					
Date	Name of Place			Fare Paid	
	From	To	4	Rs.	Ps.
1	2	3			
			<b>Total</b>		

12.	Amount of Advance of Travelling Allowance, if any, drawn	
	Contingency Advance, if any	

Certified that the information, as given above, is true to the best of my knowledge and belief.

Date: \_\_\_\_\_ [ \_\_\_\_\_ ]  
Signature of the Govt. Servant

**PART – B**

**[To be filled in the Bill Section of CCRYN]**

1. The net entitlement on account of Travelling Allowance works out to Rs. \_\_\_\_\_ as detailed below:-

- a) Railway/air/bus/steamer fare Rs. \_\_\_\_\_
- b) Road mileage for        kms@Rs. \_\_\_\_\_ per/km.
- c) Daily Allowance
  - i) \_\_\_\_\_ Days@Rs. \_\_\_\_\_/Per Days \_\_\_\_\_
  - ii) \_\_\_\_\_ Days@Rs. \_\_\_\_\_/Per Days \_\_\_\_\_
  - iii) \_\_\_\_\_ Days@Rs. \_\_\_\_\_/Per Days \_\_\_\_\_
- Rs. \_\_\_\_\_
- d) Actual Expenses Rs. \_\_\_\_\_  
Gross Amount Rs. \_\_\_\_\_
- e) Less: amount of TA advance, if any, drawn vide voucher No. \_\_\_\_\_ dated \_\_\_\_\_ Rs. \_\_\_\_\_

Net Amount Rs. \_\_\_\_\_

2. The expenditure is debiatble to \_\_\_\_\_/TA/2022-23

Initial Bill Clerk/Accountant

Signature of DDO/AAO

**Bank Details of the claimant**  
**(Fill in Capital Letters only)**

1) Name of Account holder – \_\_\_\_\_

\_\_\_\_\_

2) Bank Name – \_\_\_\_\_

3) Account Number – \_\_\_\_\_

4) Bank Branch and address – \_\_\_\_\_

\_\_\_\_\_

5) IFSC Code - \_\_\_\_\_

# Important Instructions of Travelling Allowance claim Not To Be Missed

1. The eligibility of Travel Allowance reimbursement is as follows:
  - a. Delegates [Students (UG, PG, others)/Interns/General Public/ Faculty/College Management/Naturopathy Physician/Media] – Sleeper class Train
  - b. Resource Person [Experts/Speakers/Special guests] – Economy class Air travel/AC 2<sup>nd</sup> tier Train
2. One ID proof (workplace ID/Student ID/Media ID/Faculty ID etc. showing your eligibility as per point no. 1 above) is required to be attached alongwith the form for reimbursement.
3. The flight tickets, if booked as per eligibility/entitlement, flight tickets needs to be booked strictly through Balmer & Lawrie, IRCTC and Ashok Travels only. Other than these, if booked, will not be reimbursed in any circumstances as per govt. guidelines.
4. Original boarding pass and tickets of to and fro journey by flight/train/bus etc. to be enclosed with the TA form. Without ORIGINAL boarding passes and tickets, the reimbursement claim will not be entertained in any circumstances as per govt. guidelines.
5. In case of travel by taxi, the bill or receipt of the same will be required to be submitted for reimbursement purpose. In case of no bill, no claim will be given.
6. In case of travel by own vehicle or auto, the claim will be restricted to the auto fare of state government in that particular state. Kindly mention the KMs travelled, in case of travel by road.
7. Wherever the return boarding pass, return ticket, taxi bill etc. in case of any mode of travel cannot be submitted alongwith the TA form, those can be sent via speed post/ registered post at the below mentioned address:

**Director**  
**Central Council for Research in Yoga & Naturopathy**  
**61-65, Institutional Area, Opposite D-Block, Janakpuri, Delhi -110058**
8. Kindly mention the full address (in Travelling Allowance Form) of all the places from/to where you are travelling.
9. No reimbursement will be made without production of **ORIGINAL** tickets and boarding passes.
10. For any further query related to TA reimbursement kindly email at [ccryn101@gmail.com](mailto:ccryn101@gmail.com). *The filled up Travelling Allowance form (4 pages) alongwith requisite original documents is to be submitted at the Venue at Registration Desk.*