

# GURUGRAM UNIVERSITY, GURUGRAM (HARYANA)

## TRAVELLING ALLOWANCE CLAIM FORM

T.A. Claim for the Month / Year \_\_\_\_\_

Designation \_\_\_\_\_

Name : \_\_\_\_\_

Purpose of Journey:

Basic Pay/Declared Income for Non-Employees:

Date of Meeting/Inspection/Exam. Etc. (If any Bill Register)

For T.A. Purpose: GP- :

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Grade of Government employee (I/II/III/IV/V) \_\_\_\_\_

Departure			Arrival			Mode of Journey	Distance (for Road)		Amount (in Rs.)
Place & Station	Date	Time	Place & Station	Date	Time		K.M.	Rate	

1 Mode of Journey Journey/Halting day \_\_\_\_\_ @. /-

- (a) By Rail : Class Ticket No.....
- (b) By Bus : (Ord./Delux/A.C.).....
- (c.)Own Car No./Staff Car No./Taxi No.....
- (d) By Air Ticket No.....

Air, Rail, Bus Ticket/Taxi Receipt Attached)

3. Local Conveyance, if any  
**(Details on separate Sheet,Attached)**

**Total**

Declaration: Certified that:-

- (i) Particulars provided herewith are correct and that I have not claimed TA/DA etc for this journey from an other public source.
- (ii) I was not provided free lodging and/ or boarding at the cost of Govt./University or any autonomous body.
- (iii) Certificate for payment at the spot:  
Certified that I shall perform the return journey from .....  
.....to.....by the same mode as claimed in the T.A. bill.

Signature.....

Address:.....

Countersigned.....

Received Payment

Affix Rs. 1/- Revenue Stamp if amount exceed Rs. 5000/-

Signature.....

(\*please sign at both places)

**For use in Accounts Branch**

Head of Account.....

Pay Rs. (in Figures).....

(in words).....

.....

Asstt.                      S.O.                      A.O.

For Audit Use

Seen: (i) Sar (ii) Bill Grant Register

(iii) Attendance

**PAY ORDER**

**AUDIT DEPARTMENT**

Preaudited & Passed for

Rs.....

Rupees.....

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Please see rules overleaf