

(Space for Writing any certificates required to allowance)

	Rs.	P.	Signature
Rly / Air / Bus fare			Signature
Km. by Raod at.....P. per km.			Office
.....days for which daily allowance is claimed			MEMO
Total.....			Stamp of officer who travelled
Amount of advance, if any			Appropriation
Net Claim			20 20 Expenditure including the bill.
			BALANCE

Passed for Rupees.....

Pay Rupees

Controlling office

DISBURSING OFFICER

INSTRUCTION FOR PREPARING TRAVELING ALLOWANCE BILLS

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