## **BIHAR STATE POWER TRANSMISSION COMPANY LIMITED**

4th Floor, Vidyut Bhawan, Bailey Road, Patna-800001 TRAVELING ALLOWANCE BILL

No. ..... for the year ..... Head of Account

Name ..... Designation .....

Office ...... Salary drawn Rs. .....

Journey	Dep. Stn. with date &	Arrival Stn. with	Mode of travel	Distance travelled		Days of halt	Purpose	Remarks
	time	date & time	with class & fare	Road	Rail			

Here give the SI. Number of Journey Train, Air Bus, Etc.

## (Space for writing any certificates required to allowance)

	Rs.	Ρ.			Signature	
Rly / Air / Bus fare			Signature	[	1	
Km. by road at P. per Km.			Office Stamp		of office who travelled	
daily allowance is claimed.			MEMO		]	
			Appropriation			
Total			20		20	
Amount of advance, if any			Expe	Expenditure including the bill.		
Net Claim					BALANCE	

Passed for Rupees .....

Pay Rupees

**Controlling Office** 

## DISBUREING OFFICER

## INSTRUCTION FOR PREPARING TRACELING ALLOWANCE BILLS

1. Journey of different kinds and journey and halts should not be entered on the same line.

2. Number of miles travelled should be entered be entered in each case of journey by road, rail or boat.

3. Fraction of a mile in the total of a bill for any one journey should be charged for.