

**TA BILL**  
**(FOR OFFICIAL TOURS)**

1. Name & Designation :
2. Pay Level :
3. Headquarters :
4. Details of Journey(s) :

Departure Date and Time	From	Arrival Date and Time	To	Mode of Travel	Fare paid*	Purpose of Journey [Approval of the tour program to be attached]
		<b>TOTAL</b>				

\* Tickets, if possible to be attached. Otherwise, number to be given.

5. Mode of Journey(s): (i) Air (ii) Rail (iii) Road
6. Date of absence from place of halt on account of RH/CL:
7. Date on which free boarding and/or lodging provided by the state or any other organization financed by State Funds:  
\_\_\_\_\_

8. Particulars to be furnished along with Hotel receipts etc., in case where higher rate of DA is claimed for stay in Hotel/other establishments providing boarding and/or lodging at scheduled tariffs:

Date From	Date To	Name & Address of Hotel/Establishment	Daily Rate	Total amount paid

9. Particulars of Journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used: \_\_\_\_\_
10. Details of Journey(s) performed by Road between places connected by Rail, if any:  
\_\_\_\_\_
11. Amount of TA advance drawn, if any:

**CERTIFICATE**

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

Date: \_\_\_\_\_

Signature of the Employee \_\_\_\_\_

**FOR OFFICE USE ONLY**

Passed for payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only) as under:

(a) Railway/Air/Bus Fare: Rs.

(b) Road mileage: Rs.

(c) Daily Allowance: Rs.

Gross Amount: Rs.

LESS TA Advance: Rs.

Net Amount Payable: Rs.

Accountant

Finance Officer

Head of Office