



**NATIONAL ACADEMY OF AGRICULTURAL SCIENCES
NEW DELHI 110 012**

TRAVELLING ALLOWANCE BILL

1. Purpose of Visit/Date /Name of the Meeting : _____

2. Name and address : _____

3. Designation and present/last pay/level, if employed/retired/nonofficial : _____

4. Mobile Number and Email ID : _____

5. Particulars of Journey(s) performed:

Departure		Arrival		Mode of travel & class of accommodation	Fare Paid	Distance in Kms for road Mileage
Date & Time	From	Date & Time	To			
1.	2.	3.	4.	5.	6.	7.

6. Hotel/Guest House Charges:

Date from _____ to _____ (No. of days _____)

Total amount paid: Rs. _____

7. Food bill/Charges: _____

Certified that:-

- i) I have not drawn TA/DA from any other source for the period mentioned above. Free boarding and/or lodging facilities have been availed/not availed by me.
- ii) I actually traveled by the cheapest Discounted Economy Class fare (apex fare/discounted fare/senior citizens discounted fare of airline)
- iii) I undertake to refund the excess amount if any, drawn by me in case the return journey is not performed by the said mode/class of accommodation or /in case excess payment has been made inadvertently. The claim has neither been preferred earlier to the Academy nor has been claimed or shall be claimed from any other source
- iv) I was not provided with any means of conveyance at Academy's expense and the taxi/scooter charges claimed in this bill were incurred by me for hiring a taxi/scooter from my residence to the Airport/Railway station on the date of the meeting

Certified that the information above is true to my knowledge and belief.

Bank details for RTGS/NEFT

S. No.	Particulars	Details
1.	Name of the beneficiary (as per the Bank Account)	
2.	Bank name and Branch Address	
3.	Bank Account No.	
4.	IFSC Code	
5.	PAN Number	

Please attach a copy of the Air/train/bus ticket/ boarding pass/taxi receipt/food receipt/hotel/guest house receipt/copy of the invitation letter (any other charges/ bill/receipt in support of the claim)

Signature of Claimant