

राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
 (An Institute of National Importance under Ministry of HRD, Govt of India)
 Chumukedima, Dimapur, Nagaland - 797 103

Tickets are booked by Institute: Yes / No

TRAVELLING ALLOWANCE BILL CLAIM FORM

FORM: 8

1. Full Name (in block letters) _____ 2. Designation _____ 3. Grade Pay/Pay Level _____

4. Department/Section _____ 5. Purpose of Journey _____

(Ticket No./Receipt No. should be mentioned in the remarks column)

Departure			Arrival			Amount Rs	Mode of Conveyance / Travel PNR No.:	Fare Distance travelled by Road			Daily allowance/Lodging/Boarding				Total	Remarks
Station	Date	Hours	Station	Date	Hours			Distance in Kms	Rate	Amount Rs.	Date	Details of Lodging/Boarding	No. of days	Rate Rs.	Amount Rs	
TOTAL																

- (a) Certified that no T.A in respect of the journeys included in the bill has been claimed or is payable from any other sources.
- (b) Certified that I actually travelled by the class for which T.A has been claimed.
- (c) Certified that the distance by road for which mileages allowance has been claimed are correct to the best of my knowledge and belief and that there is no direct rail connection.
- (d) Certified that return ticket at the reduced rates were not available for any of the stations between which the journey was performed.
- (e) Certified that the journey was performed by purchasing return tickets at reduced rates and the fares claimed are only those actually paid.
- (f) Certified that I travelled by the shortest route.
- (g) Certified that place of permanent duty and the place of temporary duty fall in different Municipalities.
- (h) Amount of TA advance taken if any _____ Rupees

Signature of the Claimant.....

Designation

(For office use only)	
Pay/ Refund/Settle/ Rs.....Rupees	
To Sh/Smt.....Head of A/c.....	
Checked :	(Dealing Assistant) (Accountant)