

Government Polytechnic, Khamgaon
TRAVELLING ALLOWANCE & DAILY ALLOWANCE BILL.

BILL _____ DATE _____ MONTH _____

Sevarth ID _____ Name :- _____

Desingation: :- _____ Pay Rs. _____ Grade Pay Rs. _____

Offece Order No. & Date :- (Attached Two Copy of Office Order)

Reason for Travel :- _____

Details of Travel & Stay						Mode of Travel/Bus/ Rail/Private /Vehicle/ Taxi etc.	Total Distance in K.M.	Ticket No if Travelled by I st. Class /AC/ Taxi /Privet (Vehicle Detail RC)	Far in I
Date	Place	Departure Time	Date	Place	Arrival Time				

Daily Allowance for stay and Travelling Period Rs. _____ For _____ Day _____

Lodging & Boarding Charges Details (Proof In close) _____

Total Rs. _____

(Total in Words RS : _____)

- Certified that :-
- 1) I Have not used any traveling allowances.
 - 2) I have not claimed the bill from other organization.
 - 3) All the claims shown are correct to the best of my knowledge.

Signature of Applicant