				Cla	aim for Trav	elling Allow	/ance							
Name of the Claimant: Office:									Designation: Month: April, 2015					
Basic Pay & So	cale of Pay:							Headquar						
Details of Tour/Halt				Mode of Travel		Mileage Allowance			Daily Allowance	- Other				
Starting Time/Date Reaching Time/Date		Time/Date	Train/Bus/ Flight/ Steamer/	Ticket No.	Distance	Rate(Rs.)	Total	No.of Days	Claims, if any	Total Claim (Rs.)	Purpose of Travel			
Date/Time	Place/Route	Date/Time	Place/Route	Own Car/ Scooter	/									
1	2	3	4	5	6	7	8	9	10	11	12	13		

1	2	3	4	5	6	7	8	9	10	11	12	13
				-	Brought forward:		-					
					Dioughtio	Waru.						
					Grand Tota	l of the Bill:						
			Total Bill Amount:		Rs.							
			Advances adjusted:		Rs.							
			Net Amount payable:		Rs.							
								Signature of the Claimant				
								Date:				
Certificates by	the Claimant:											
1												
2												
3												
					Cignoturo of the			torcigning A	uthority			
					Signature of the Countersigning Authority:							

Exercise on T.A. Claims for performing Tour on official purpose:

Sri P.S.V. Raju, the Assistant Director, Commissionerate of Triabal Welfare, A.P., stationed at Hyderabad, and drawing a scale of Rs.19050-45850 was asked to conduct an enquiry at Gummidi Gedda, near Regidi of Parvathipuram mandal, Vizianagaram District, in connection with the claim of insurance due to huge loss of crop and cashew plantation. Accordingly, the officer proceeded on 8-4-2015 to ITDA, Parvathipuram of Vizianagaram District and collected the relevant files on 9-4-2015 and conducted enquiry on the same day at the given place, for which no public travel facility from Regidi, 9 km off from the venue. Reached back at Parvathipuram and obtained the statements of the functionaries of the ITDA concerned on 10-04-2015. The officer reported back at headquarters on 12-4-2015.