

MAHARAJA GANGA SINGH UNIVERSITY, BIKANER

TRAVELLING ALLOWANCE BILL

V. No.

Name

Designation Basic Pay

Address

Purpose of Journey

Particulars						Railway Fare First/Second Class (Single)	Incidental Charges Per Kilometres		Distance Travelled by road (Mode of Conveyance)		Day of Which Daily Allowance is Admissible		Total Amount	
Departure			Departure				Amount	K.M.	Amount	K.M.	Amount	Days		Amount
Station	Date	Hour	Station	Date	Hour	7							8	

- N.B. 1. Journey of different kinds, journeys and halt should not be entered on the same line.
 2. Travelling claim shall be payable in according with the travelling allowances rules of Maharaja Ganga Singh University, Bikaner as may be amended from time to time.
 3. The dates on which meeting or meetings are attended or inspection or practical examination conducted, as the case may be, as well as the names of meetings etc. Should be noted.
 4. There should be separate bill for meetings, inspections or exams.,
 5. It is essential to mention ticket no.(s). for first class Rail Journey/by Air.

Received Payment

Signature

Revenue stamp
to be affixed
here
if the net
amount payable
is over
Rs. 500/-

Date

Signature

THIS BILL SHOULD BE DULY STAMPED AND SIGNED

Space for use in the office

T.A.. to

Paid Rs. By Cheque No

Pay Rupees (in Words)

Dated

Section Officer (A & F)

Dy. Registrar (A & F)

DETAILS OF SHORT JOURNEY

Date	Brief Particulars of place between which Taxi/conveyance used	Approximate Distance	Purpose of Journey	Mode of Conveyance	Rate of fare prevailing at the time journey was undertaken	Actual Fare Paid
1	2	3	4	5	6	7

Certified that I have actually travelled..... K.M.S. by.....
as stated above from the place or actual stay and paid Rs. on account of fare
hire charges.

Signature

Designation.....

GENERAL REMARKS FOR TRAVELLING AND HALTING ALLOWANCES

1. No T.A. or D.A. will be paid to the member of the academic council for attending the convocation.
2. When a member has to attend two meetings of University with an interval of less than four days between the meeting attended excluding the day of meetings, he/she shall be entitled to charge only daily allowance for the intervening days.
3. Actual Air fare plus incidental expenses equal to 20% of fare limited to one halting allowance will be paid, in exceptional case, to persons who actually travel by air even though there are other means of travelling at the discretion of the vice-chancellor.
4. For purpose of the above rules the allowances for railway and road journey shall be admissible by the shortest route. If the journey is performed by an alternative route at the fare greater than by the shortest route, the vice chancellor may section the fare calculated according to the route actually taken, provided that he is satisfied after making such enquiry as he considers necessary that there was a considerable saving in time by taking the longer route.
5. If travelled by road, clearly mention about the mode for travelling i.e. own Car, Taxi or Bus etc., In case the journey has been performed by bus the payment will be made for actual bus fare plus incidental charges at approved rate for the places not connected by Rail.