



BHARATHIDASAN UNIVERSITY

TIRUCHIRAPPALLI - 24.

Travelling and halting allowance Bill of Mr./Ms./Miss _____

Chairman / Convener / Member / Examiner in _____

Date		Nature of business and place				Account No :		
						Bank Name :		
						IFSCCode :		
Dates & hours of journey	Number of Km travelled	From	To	Journey by Train	Journey by Car	Journey by Bus	Journey by Air	Total (Rupees)
				First Class fare	Allowance	Bus Fare	Air Fare	
Incidental charges at 1/4, 2/3 for Rail fare								
Halting allowance at Rs. _____ /- per day for _____ days								
Grand Total								

Rupees in (words) _____

NAME AND ADDRESS (in Block Letter) } _____

Signature of Claimant

Counter Signature

Received payment

Countersigned and certified that the days for which the halting or detention allowance is claimed where necessarily spent at the destination for the conduct of University business and that the claim may be paid.

Rs. 1/-
Revenue
Stamp

Signature _____

Signature of Payee and date

Chairman of _____