

**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH BHOPAL**

Transit Campus: ITI (Gas Rahat) Building, Govindpura, Bhopal – 462 023

**(TA/LTC Claim form)**

Name: ..... Designation : ..... PF/Roll No. ....  
 Department : ..... Grade Pay Rs. .... Purpose of Journey: .....  
 .....

**PARTICULARS OF JOURNEY AND HALTS**

Departure			Arrival			Mode of Journey	Class	Road Kms	Fare (Rs.)	Details of Flight Train
Station	Date	Hour	Station	Date	Hour					
							<b>Totals</b>			

Hospitality Availed on ..... Days ..... Not Availed

(1) Total fare Rs: ..... (2) Road Kms. .... @ Rs: ..... Rs: .....

(3) Daily Allowance..... No. of days ..... @ Rs: ..... Rs: .....

(4) Other actual expensed incurred: ..... Rs: .....  
 (Furnish details bellow and attach the documents)

(5) Certified that I have incurred expenses of Rs. .... (Rupees .....)  
 on food bill during journey/tour stay.

Total Claim (1+2+3+4+5) = Rs. .... Advance drawn = Rs. .... Net claim Rs. ....  
 (Certified that all parts of the journey have been performed in accordance to the Certificate)

**No. of enclosures:** ..... **Date:** ..... **Signature:** .....

**Office use only**

Please pay Rupees:

Dealing Assistant

**Finance Officer**

Paid in Cash/Cheque No. .... Date: .....

Date: .....

Cashier  
TA Bill/ Page-1

**Approved**

**Cash received**

**Director**

Rs.....

**Signature:**

