

G.A.R. 16

(See Exception to Rule 66 (1))

TRAVELLING ALLOWANCE BILL

Front page

Instructions for preparing Travelling Allowance Bill

1. Journey of different kinds and journeys and halts should not be entered on the same line.
2. Fraction of kilometer in the total of a bill for any one journey should not be claimed.
3. When the first item of a travelling allowance bill is a halt, the date of the commencement of this halt should be stated in the 'Remarks' Column.

Middle page

NAME

BILL NO.....

DESIGNATION.....

HEAD OF ACCOUNT.....

PAY.....

HEADQUARTERS

Particulars of Journey & Halts				Kind of Journey i.e. by Rail, Steamer, Air or. Road	Air journey/Railway/ Steamer		Fare Amount
Departure		Arrival			Class	No. of fares	
Date & Time	Station	Date & Time	Station				
1	2	3	4	5	6	7	8
							Rs. P.

Distance travelled by Road	Duration of Halt	Transportation charges of personal effects & Conveyances				Actual Expense	Purpose of journey	Remarks
		Weight	Rate	Distance	Amount			
9	10	11	12	13	14	15	16	17

	Days/hrs.				Rs. p.	Rs. p.		
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SUMMARY OF CLAIMS	Rs._P.	CERTIFICATE
Railway, Air & Steamer Fare (col. 8)		1. Certified that no T.A. in respect of the journey or D.A. for the period mentioned in the bill has been or will be claimed from any other official source. 2. Certified that wherever (a) any pan of the journey (other than the Rly. Journey) was performed by a conveyance provided at the expense of the Govt. of India or of State Govt. or of a Local Fund, (b) Free board and/or lodging are provided by State or any organisation financed by State Funds, the claim has been regulated taking this fact into account.
Road Mileage—Km. @.....per Km.(col.9)		
Daily Allowance (Col. 10) for days.....at.....		
Transportation Charges (Col. 14)		
Actual Expense (Col. 15)		
Total Claim		
Deductions:—		
T.A. Advance drawn vide Bill No.....dated.....		
Net Claim		

Rupees in words... ..

Dated.....

Contents Received.

Pl. pay to self by Cheque.

Signature.