

\*Advance Drawn Rs.....  
 Vr. No.....  
 Date .....



Air Ticket No.....  
 Rs.....  
 Date .....

## GAUHATI UNIVERSITY

### TRAVELLING ALLOWANCE BILL

1. Name (in block letters) .....
2. Designation & Address for sending cheque .....
3. Headquarter/Place of residence .....
4. Substantive pay .....
5. Purpose of Journey .....
6. Date of actual day's of University work .....

Particulars of journeys and halts						Kind of journey by Road, Rail or Air	Fare	Incidental Charge	Road	Mileage	Days for which Daily allowance claimed		TOTAL			
Departure			Arrival								Amount	K.M.		Amount	Date	Amount
Station	Month and Date	*Hour in Rly. Timings	Station	Date	Hour											
1	2	3	4	5	6	7	8	9	10	11	12	13	14			

- N.B. :** \* 1. Timing should be shown as 13 hours for 1 P.M.  
 2. Journeys of different kind and journeys and halts should not be entered on the same line.  
 3. Bill should be submitted complete in all respect.  
 \* 4. Reference of Voucher No. and Date for advance if any

1. Payment on account of journey(s) has not been so far received from this University or from any other source.
2. I have travelled by car Name .....  
 .....No .....used for the purpose.

Countersigned

Designation

Checked and entered

Accountant

Passed for Rs ..... only

**Accounts Officer**

□□□□□□ □□□□□□

*One Rupee revenue stamp to be affixed here if the net amount payable is over Rs. 500/-*

**Signature**

Date .....

Pay Rs .....

(Rs. ....)

**Treasurer**