TRAVELLING ALLOWANCE (TA/DA) BILL

Tour of _____ to _____

Claim no.	Date of claim	Employee	Emp. code
Designation and grade	Department	Headquarters	Tour approval
Purpose	Places	Left HQ	Returned to HQ

A. Journeys (travelling allowance)

Sr.	Departure date and time	From	Arrival date and time	To	Mode	Class	Ticket or PNR	Km	Fare
							Total fare		

B. Daily allowance

Date	Place	City class	Hours away	Full-day DA rate	DA %	DA claimed
					Total DA	

C. Lodging

Nights (check-in to check-out)	Place	Hotel or stay	Nights	Bill	Bill no.	Amount claimed
					Total lodging	

D. Local conveyance at places of tour

Date	From and to	Purpose	Mode	Km	Amount
				Total conveyance	

E. Summary and settlement

A. Fares	
B. Daily allowance	
C. Lodging	
D. Local conveyance	
Other, with bills	
Total claim	
Less: tour advance taken	
Balance payable to employee (negative: to be refunded)	

Balance in words	Bills attached

Policy applied (company's own rates, grade M1)

Declaration

I certify that the journeys were made on company work, the amounts claimed were actually spent, nothing here has been claimed before or paid by the company, a customer or anyone else, and where lodging is claimed without a bill, no free stay was provided.

Claimant (name and signature)	Verified by reporting manager	Checked and passed by accounts

LOCAL CONVEYANCE STATEMENT

Month of _____

Employee	Emp. code	Vehicle	Rate per km (policy)

Date	From	To	Purpose	Km	Rate per km	Amount
			Total			

Declaration
I certify that these trips were made on company work in my own vehicle, and the distances are as recorded.

Claimant | Reporting manager | Accounts