Form: F. 6

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK

TRAVELLING ALLOWANCE CLAIM / SETTLEMENT OF ADVANCE

(To be submitted along with approvalin Form **F.5 i.e Travel Schedule & Advance Request)**

1.Name of the Applicant :

2.Designation & Department:_____**3.Grade Pay**:_____

3. University/Institution Name (In case of external members)……...……..……

4. Budget Head (to which TA/DA is to be debited)……..…….....…….....…

5. Amount of advance drawn, if any .....Tour report : Enclosed/Not enclosed

6. Claimed fares(Air /Rail/ Bus) (Copy of tickets and boarding pass, where applicable, be enclosed):

Departure		Arrival		Mode & Class of Journey (Rail/ Road/ Air & Economy/IAC/II AC/ II AC etc.)		Train /Flight No. & PNR No.	Fare (Rs)
Place	Date & Time	Place	Date & Time				
					Total Fare (Rs)		

7. Details of local conveyance charges:

Date	Station	Place visited/travelled		Distance (KM)	Mode of Travel - Taxi/ Auto/Other	Fare (Rs)	Remarks
		From	To				
				Total Local Conveyance		(Rs)	

8. Reimbursement of hotel/food bills (bills to be enclosed):

Sr. No	Date	Bill details	Amount (Rs)	Sr. No	Date	Bill details	Amount (Rs)
						Total (Rs)	

Certified that I have travelled by the class and mode of conveyance as indicated above.
Wherever necessary, the claimant may attach the local conveyance in a separate sheet.
Boarding pass for journey by Air should be enclosed with the Claim.

Signature of the Applicant

(FOR FINANCE OFFICE USE)

Admitted for Rs……..

Disallowed/Added Rs …….…….

Admissible amount passed forRs ……..……

DA/SO **AR/DR** **Finance Officer**