

# BITS, PILANI- K. K. BIRLA GOA CAMPUS

## TRAVELLING ALLOWANCE & DAILY ALLOWANCE BILL

Name & Address : \_\_\_\_\_

Purpose of Journey \_\_\_\_\_

Bank Name : \_\_\_\_\_ Branch Code \_\_\_\_\_ Bank Location \_\_\_\_\_ IFSC Code \_\_\_\_\_ MICR Code \_\_\_\_\_

Account Number \_\_\_\_\_

Particulars of Journey & Halts						Mode of Journey (by rail/ road/air etc.)	Rail/Air/Road etc.				Lodging Charges				Daily Allowance				Actual Expenses				Total	
Departure			Arrival				Class	No. of fares	Amount		No. of days	Rate	Amount		No. of days	Rate	Amount		Particulars	Amount		Rs.	P.	
Station	Date	Hour	Station	Date	Hour				Rs.	P.			Rs.	P.			Rs.	P.		Rs.	P.			Rs.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22			

Head of Account : \_\_\_\_\_ Total \_\_\_\_\_

Recommended for payment \_\_\_\_\_ Total amount in words : Rupees \_\_\_\_\_

Checked & passed for Rs. \_\_\_\_\_  
 \_\_\_\_\_ Budget Officer  
 Paid Rs. \_\_\_\_\_ by Cheque No. \_\_\_\_\_ dt. \_\_\_\_\_  
 Date : \_\_\_\_\_ Accountant

Finance Officer  
 \_\_\_\_\_  
 Please pay

Received Payment

Signature with revenue stamp if amount is more than 5000/-

Deputy Registrar                      Director                      Signature & Date