

# Raj Rishi Bhartrihari Matsya University, Alwar

## TRAVELLING ALLOWANCE BILL

1. Name .....
2. Designation ..... Basic Pay .....
3. Address .....
4. Purpose of Journey .....

PARTICULARS						Railway Fair I, II Class (Single)	Incidental Charges Per Kilometer		Distance Travelled by Road (mode of Conveyance)		Days for which Daily Allowance is Admissible		Total				
DEPARTURE			ARRIVAL				Amount	Kilo- meter	Amount		Kilo- meter	Amount		Date	Amount		
Station	Date	Hour	Station	Date	Hour	7			8	9		10	11		12	13	14
1	2	3	4	5	6			Rs.	P.		Rs.	P.		Rs.	P.	Rs.	P.

- N.B.:-
1. Journey of different kinds, journeys and halts should not be entered on the same line.
  2. Travelling claim shall be payable in accordance with the travelling allowance rules of University of Rajasthan as may be amended from time to time.
  3. The dates on which meeting or meeting are attended or inspection or practical examination conducted, as the case may be, as well as the names of meetings etc. should be noted.
  4. There should be separate bill for meetings, inspections or examinations.
  5. It is essential to mention ticket No(s). for first class rail journey/by Air.

Signature

Revenue  
stamp to be  
affixed here if  
the net amount  
payable is  
over Rs. 500

**THIS BILL SHOULD BE DULY  
STAMPED AND SIGNED**

Dated ..... 200

Space for use in the ..... office

T.A. to .....

Pay ..... Rupees (in words) .....

Paid Rs. .... by Cheque No. ....

Dy. Registrar (A & F)

Dated .....

Section Officer (A & F)

**DETAILS OF SHORT JOURNEY**

Date	Brief particulars of place between which taxi conveyance used	Approximate distance	Purpose of Journey	Mode of Conveyance	Rate of fare prevailing at the time journey was under-taken	Actual fare paid	
1	2	3	4	5	6	7	
						Rs.	P.

Certified that I have actually travelled ..... Kms. by ..... as stated above from the place of actual stay and paid Rs. .... on account of fare hire charges.

Signature .....

Designation .....

**GENERAL REMARKS FOR TRAVELLING AND HALTING ALLOWANCE**

1. No. T.A. or D.A. will be paid to the members of the Academic Council for attending the Convocation.
2. When a member has to attend two meetings of University with an interval of less than four days between the meetings attended excluding the days of meetings, he/she shall be entitled to charge only daily allowance for the intervening days.
3. Actual Air fare plus incidental expenses equal to 20% of fare limited to one halting allowance will be paid in exceptional cases, to persons who actually travel by air even though there are other means of travelling at the discretion of the Vice-Chancellor.
4. For purpose of the above rules the allowance for railway and road journeys shall be admissible by the shortest route. If the journey is performed by an alternative route at a fare greater than that by the shortest route, the Vice-Chancellor may sanction the fare calculated according to the route actually taken, provided that he is satisfied after making such enquiry as he consider necessary that there was a considerable saving in time by taking the longer route.
5. If travelled by road, clearly mention about the mode of travelling i.e. own Car, Taxi or Bus etc. In case the journey has been performed by Bus the payment will be made for actual Bus fare plus incidental charges at approved rates for the places not connected by Rail.
6. Hotel accommodations charges as mentioned in appendix IV under Rule 7(2) will not be payable to the person coming to Jaipur for the purpose of local assessment.
7. Actual taxi charges admissible under rule II shall be in addition to halting allowance at split rates.