

**ANNA UNIVERSITY: CHENNAI – 600 025**  
**CLAIM FOR TRAVELLING ALLOWANACE**

**NAME :**  
**DESIGNATION :**  
**DEPARTMENT :**  
**SCALE OF PAY :**  
**BASIC PAY: :**

**M.H. No**

**BILL NO:**

**OFFICE SEAL**

**Sanction Procs. No. ....**

**Purpose of Journey: .....**

1 Date and Hour of Departure	2 Date and Hour of Arrival	3 From	4 To	5 No. of Kms	6 Mode of Conveyance Bus / Rail / Air	7 Mileage Claimed				8 Fare Claimed <small>(Bus / Rail / Air)</small>		9 Daily Allowance Claimed				10 Incidental Charges		11 Others		
						Rate		Amount		Rs.	P.	Rate		Amount		Rs.	P.		Rs.	P.
						Rs.	P.	Rs.	P.			Rs.	P.	Rs.	P.					

Total Claim (7 to 11) = Rs. (RUPEES .....)

Unspent Amount remitted into A/C no: ..... = Rs.

On..... =

Less advance drawn as per

Cheque No..... Dt..... = Rs.

Net Payable = Rs.

Revenue Stamp

SIGNATURE

Received Payment

COUNTERSIGNED

HOD / DIRECTOR

Enter in the Appropriation Register for  
the year 20 -20 Vide Page no \_\_\_\_\_

Appropriation = Rs.  
Amount Spent so far including this bill = Rs.  
Balance Available = Rs.

Name of the Payee	Enter in Advance Register for year 20 -20 Vide Page no..... Sl.no.....
Account No. Computer Code No.	Enter in Vital Data Sheet
<b><u>PASS ORDER</u></b>	
Passed to pay Rs.	
Asst.	Supdt.
A.R./D.R	F.O
REGISTRAR	

Voucher No.	Account No.
Paid Rs.	
Cheque no	Date
for Rs.	
Asst.	Supdt.
A.R./D.R	F.O
REGISTRAR	

**CERTIFIED THAT**

**F & AM FORM No. 21**

1. I Travel by Train / Bus / Air in .....class
2.
  - i) Concessional rates were not obtained for any of the journey covered by this bill.
  - ii) The Concessional rates were obtained for the journeys ..... (Date) could not be availed of for the following reasons.....
  - iii) The claim for air-fare is limited to the Air Fare charged by the Airways for the ordinary passenger service.
3. In respect of journeys by road I did not travel by any borrowed conveyance or University vehicle free of Charge
4.
  - i) In respect of journey by road, I actually travelled by Public conveyance. OR
  - ii) I did not travel by such conveyance for reason specified below. OR
  - iii) I did not travel by such Conveyance as they were not available.
5. In respect of my halts at outstations for which halting allowance have been claimed by me. I did not avail of any concession in respect of loading and boarding. OR  
The loading and boarding facilities were availed by me, free of charge at the places of stay.
6. The amount claimed in this bill was not drawn before.
7.
  - i) The advance drawn for the journey has been fully adjusted in this bill.
  - ii) No advance was drawn for the journey.
8. The distance is more than ½ Km from residence to Railway Station / Bus Stand / work spot and vice versa.
9. The tour / journey was performed for official purpose only
10. During my tour at (Place..... on (Date)..... I have to hire a Taxi / Auto in the absence of timely public conveyance of those free at concessional rate and that the tour had to be done urgently by the hired vehicle in the interest of the University.
11. The entire hire charge paid for the vehicle bearing No. .... for my official tour at (Place) ..... On (date) ..... was actually paid by me in full and that it was not shared with any of the University employees on tour during those days and hire charges paid were in accordance with the rates prevailing in the places of travel.
12. The personal effects which have been transported were actually in my possession at the time of receipt of the transfer order.
13. The personal servants for whom the claims have been made were actually under my employment at the time of receipt of the transfer order.
14. The family members for whom the claims are made are actually dependant on me.
15. I accompanied and stayed with students on their education tour.

**SIGNATURE OF THE CLAIMANT**

- Note:**
- i) The duration of the halt should be specified in column (i) to (4)
  - ii) In respect of journey by road the mode of conveyance should be specified.
  - iii) In respect of journey by rail the class by which the employees has actually travelled should be specified.