

**TRAVELLING ALLOWANCE BILL  
(Gazetted Government Servants)**

District :	Name :	Head of Account	Month of
Headquarters:	Service & Designation:		Voucher No. of list of payments
	Pay :		for 20

PARTICULARS OF JOURNEYS AND HALTS						Kind of Journey, i.e. by rail (mail or passenger), steamer, air or road*	RAILWAY			DISTANCE TRAVELLED BY ROAD OR TROLLEY			No. of days for which daily allowance is claimed	TRANSPORTATION CHARGES OF PERSONAL EFFECTS AND CONVEYANCE				ACTUAL EXPENSES			Purpose of journey/halt to be given in such details as to meet the requirements of Controlling Officer	Remarks
Departure			Arrival				STEAMER FARE †			For which mileage is admissible		For which daily allowance is admissible		Details of personal effects			Amount	Particulars	Amount			
Station	Date	Hour	Station	Date	Hour		Class in which actually travelled	No. of fares	Amount	At ordinary rates	At other rates			Weight	Rate	Distance				Rs.		
1	2	3	4	5	6	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
								Rs.	Ps.							Rs.	Ps.					

\* Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer and travelling by canal. (The particular kind should be specified in the bill).

† In case where the steamer company has two rates of fare, one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare exclusive of diet".

Railway, Aeroplane and Steamer fare (col. 10) ... Road mileage — Kilometres @ (col. 11) ... per K. M. Kilometres @ (col. 12) ... per K. M. Daily Allowance Transportation charges of personal effects and conveyances. Actual expenses Total claim	Rs.	Ps.	MEMO		
			(a) Appropriation for 20..... 20.....	Rs.	Ps.
			Expenditure including this bill		
Deductions:— On account of conveyance allowance, Permanent Travelling Allowance, etc. Travelling Allowance overdrawn vide Retrenchment slip No. Amount of advance of Travelling Allowance on tour/transfer drawn from Treasury in the month of ....., 20..... Net claim					
			Balance		

**CERTIFICATES**

- 1.
- 2.
- 3.
- 4.
- 5.

Date \_\_\_\_\_ Signature of the Govt. servant who travelled.

Passed for Rupees ..... (Rs. ) only.  
Date \_\_\_\_\_ Controlling Officer

**Contents received**

Please pay to .....

Office \_\_\_\_\_  
Date \_\_\_\_\_ Signature of the Govt. servant who travelled.

Pay Rs. .... Payment Order No.

To,  
The Agent S. B. I., ..... Branch  
Date ..... Please pay Rs. ....  
Date .....

Received Payment. Treasury Officer Treasury Officer

(a) If there is a combined appropriation for travelling allowance of gazetted and non-gazetted Government servants, the combined appropriation and expenditure should be shown in this column.

**Form T. R. 20**  
(See Treasury Rule 254)

**TRAVELLING ALLOWANCE BILL (Gazetted Government Servants)**  
**Instructions for Preparing Travelling Allowance Bills**

1. Journeys of different kinds and journeys and halts should not be entered on the same line.
2. Permanent travelling, conveyance and horse allowances should be drawn alongwith the pay of the Government servant and not in travelling allowance bills.
3. Fractions of a mile in the total of a bill for any one journey should not be claimed.
4. When the first item of a travelling allowance bill is a halt the date of commencement of this halt should be stated in the "Remarks" column.
5. Against each entry in column 13 there should be a corresponding entry in column 14.
6. A certificate of attendance given by the Court or Authority should be attached to the bill, if travelling allowance is drawn under Supplementary Rule 154.
7. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the "Remarks" column whether or not the halt has exceeded ten days.
8. A travelling allowance bill may, if desired, be encased for payment to a Banker or Agent and submitted for collection through such Banker or Agent; this will obviate the necessity of the Government servant's attendance in person or by messenger, as payment may then be made direct to the Banker or Agent.

(Space for pre-audit encasements in respect of bills submitted for pre-audit)

**FOR USE IN ACCOUNTANT GENERAL'S OFFICE**

Head of Account

Admitted for Rs.

Objected to Rs.

Reason of objection—

Senior Accountant

Gazetted Officer