HIMACHAL PRADESH UNIVERSITY
T.A. Bill Form

Travelling Allowance bill of........................................ Designation........................................ Bill No.................................................................
Basic Pay................................................................. Dated.................................................................
Purpose of Journey..................................................... Vol. No.............................................................
Name and date of Meetings/Name of Exam............................. Page..............................................................

<table>
<thead>
<tr>
<th>Particulars of journey</th>
<th>Journey by Rail</th>
<th>Mileage by Road</th>
<th>Daily Allowance</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Departure</td>
<td>Arrival</td>
<td>At Paise per K.M.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Station</td>
<td>Date</td>
<td>Hours</td>
<td>Station</td>
</tr>
<tr>
<td></td>
<td>Class &amp; No. of Fares</td>
<td>No. of K.M.</td>
<td>Amount Rs.</td>
<td>No. of K.M.</td>
</tr>
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</tbody>
</table>

**Declaration**

1. I hereby declare that the Class of Railway accommodation actually travelled by me has been charged.
2. I further declare that no travelling allowance for a part or the whole of the journey covered in this bill has been drawn by me from any other public source.
3. I declare that the distance charged for the mileage by road is from the Chief Public Office viz. Deputy Commissioner’s Office/Post Office.

Signature......................................................
Full Address..................................................

4. I further declare that the Railway return Ticket was not available.

Received Payment

Revenue Stamp to be affixed here if the net amount payable is over Rs. 5000/-

Signature......................................................
(Please sign. At both the places)

**Travelling Allowance Rules:**

1. Rule of T.A. and D.A. are the same as are Applicable to Govt. Servants in H.P.

2. Non-Govt., Servants and other will get T.A. and DA. in accordance with the practice prevailing in Himachal Pradesh.

Head of Charge..................................................
Budget Provision.............................................pay rupees (in figure)...........................................
Expenditure already incurred........... Rupees in words...........................................
Balance left................................................. CHECKED

Dealing Assistant  Section Officer  Assistant Registrar  Finance Officer