

GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD

BILL FOR REIMBURSEMENT OF TRAVELLING ALLOWANCE & D.A./HONORARIUM/ACCOMODATION

FULL NAME :

DATE: ___/___/20__

DESIGNATION:

BASIC PAY(OLD):

NAME OF INSTITUTE & ADDRESS:

PAN

AADHAR No.

PHONE NO:

EMAIL ID:

PURPOSE OF JOURNEY:

REFERENCE LETTER NO.(IF ANY):

(A) T. A.:

Date of journey	From	To	Distance kilometer	Mode of journey (i.e. Bus, Car, Rail, Air)	Class	Fare paid	Remark

Total Rs.(A)

No. of days	Rate/ Day	Total Rs.
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(B) D.A.: (If applicable)

Total Rs.(B)

No. of days	Rate/ Day	Total Rs.
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(C) Honorarium:(If Prior approval is taken & applicable)

Total Rs.(C)

No. of days	Rate/ Day	Total Rs.
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(D) Accomodation: (If applicable)

Total Rs.(D)

Gross Total Rs.: (A)+(B)+(C) +(D)

This is to Certify that: -

- I have travelled by Railway _____class/ Bus-Luxury/ordinary. (Attach copy of Rail Ticket if travelled by AC & upper class or Luxury Bus.)
- I have travelled by Air & the air fare claimed is limited to Economic class air fare. (Please attach copy of air ticket & boarding pass)
- I have travelled by my own car with vehicle No. _____ & it is Petroldiesel vehicle (Attach Copy of R/C book.)
- I have travelled as per requisite to participate in event, seminar, etc. and fare claimed hereby is actual and admissible.
- I confirm that this amount is not claimed elsewhere and if it is found at any stage that above claim/part of the claim paid/received to me is contra bonos mores due to either side by mistake; I undertake to refund same to the University.
- I ensure that I had received Rs. _____ as Advance for this TA and DA/HONORARIUM and deposited remaining amount Rs. _____ with Receipt no. _____ dated _____ to the university.

I HEREBY DECLARE THAT THE FACTS/DETAILS PROVIDED ABOVE BY ME ARE TRUE AND CORRECT.

Signature:

Name: _____

Passed for payment Total Rs _____ (Rupees in words _____ only).

Journey mention above is essential to conduct duties at Gujarat Technological University

DEALING PERSON

H.O.D/O.S.D.

C.A.O

I. A.

REGISTRAR

RECEIPT

Received Rs. _____ (Rupees in words _____ only)

From Registrar, Gujarat Technological University, Ahmedabad towards TA and DA/Honorarium etc.

Bank information of receiver for Electronic fund transfer (attach copy of cancelled cheque)

Bank Name: _____ **Branch & Branch Code:** _____ **A/C Type (SB/CB)** _____

A/c No.(Full digits) _____ **IFSC Code:** _____

The above information provided by me is correct.

Signature:

Name: _____