

Traveling Allowance Bill
UNIVERSITY OF SARGODHA

Name _____ Designation _____ Basic Pay Scale _____

Address _____

Purpose of Journey _____

| Particulars of Journey | | | | | | Class & No. of Fares | Journey by Rail | | | Journey by Road, | | | Daily Allowance | | Total | | |
|------------------------|------|------|---------|------|------|----------------------|-----------------|--------|-----|------------------|--------|-----|-----------------|--------|-------|--------|-----|
| Departure | | | Arrival | | | | Class | Amount | | No. of KM's | Amount | | No. of Days | Amount | | Amount | |
| Station | Date | Hour | Station | Date | Hour | | | Rs. | Ps. | | Rs. | Ps. | | Rs. | Ps. | Rs. | Ps. |
| | | | | | | | | | | | | | | | | | |

DECLARATION

1. I hereby declare that the actually traveled / to be traveled by me has been charged.
2. I further declare that no traveling allowance for a part or the whole of the journey in respect of this bill have been drawn by me from any other public source.
3. I hereby certify that I am class _____ officer and I am entitled to draw _____ class traveling and halting. allowance in my own Department.

Road Traveling Certificate

4. Certified that distance between _____ and _____ is _____ kilometers by road & this is the shortest route to reach the destination, and that the places mentioned above are not connected by Rail, it is also certified that I traveled in a:-
 (I) Bus. (ii) Borrowed Car
 (iii) Personal Car (iv) Taxi Car on single seat basis or full Taxi basis
 (v) Coach
 (vi) Car/Taxi No Used _____

1. Fare _____
2. I/M _____
3. Daily _____
4. Total _____
5. Less Adv _____
6. Balance Payable _____

Pay Rupees (in figures) _____
 Rupees (in words) _____

 Asst Tr. Treasurer

Pre-Audited & Passed for Rs. _____

 Jr. Auditor R. Auditor

Signatures _____

Signature & Stamp of the Controlling Officer

Cheque No. _____

Dated _____

Amounting Rs. _____