

ANNEUXRE -V

SJVN				LOCAL TRAVELLING EXPENDITURE CLAIM															
								CC		CR— No		VR-Date							
SC NA		Project		Deptt. Code		Name				Employee No.				Designation					
Scale of Pay				Basic Pay		Place of Duty				Department.									
SECTION - I Note: Admissible if duration of stay from place of duty exceeds 5 hours and distance traveled is not less than 8 kms.																			
Date(s)		Time of Departure		Time of Arrival		Total Stay		Date(s)		Time of Departure		Time of Arrival		Total Stay					
SECTION-II : Journey Expenditure: i) Means of travel will be “Taxi, three wheeler, Rail, Bus, Single seat in taxi or own scooter/car” whichever, is applicable. ii) Indicate the names of places with their location. iii) For all the Journeys performed in a week, a single claim should be preferred.																			
Place(s) visited From To		Date (s) of visit		Distance in KMs		Means of Travel		Amount Rs. P.		Purpose of Journey				Remarks.					
Section I – No. of days @												Rs.....only..							
Total 1+2																			
For use in Accounts Department)																			
Passed for payment of Rs..... In words..... only										Received Rs..... only									
Account Code				Amount				Cash Code				Received Rs..... Only.							
Acctt.										AO/Sr. AO.				Dt.		Signature of Emp.			

<p>Certified that :</p> <p>i) I am not in receipt of assistance/compensation of any nature for working on holidays/beyond duty hours and/or for coming to and going back from the office to work.</p> <p>Date _____</p> <p>Sig. of Employee _____</p>	<p>Countersigned</p> <p>Controlling Officer</p> <p>Name _____</p> <p>Designation & Seal _____</p> <p>Note: In case of Journeys from residence to office and back or after office hrs. beyond 9 pm the bill should be countersigned by Head of Deptt.</p>
<p>Certificate for payment of conveyance higher than the entitled mode of travel:</p> <p>Certified that the journey(s) was permitted to be undertaken by a mode higher than the entitlement of the employee because of the following exceptional situation.</p> <p>i) The outward journey from the office/place of work was required to be performed on an urgent basis.</p> <p>ii) The employee was directed to perform official work on urgent basis on his way from residence to office/place of work.</p> <p>iii) The journey was performed during odd hours and the public transport/entitled mode of transport was not available during such hours.</p> <p style="text-align: right;">Signature of Head of the Department.</p> <p style="text-align: right;">Name _____</p> <p style="text-align: right;">Designation & Seal. _____</p>	
<p>1. Certified that the employee was permitted to travel by a mode of higher than his entitlement both sides due to special circumstance.</p> <p>2. Sanction for submission of claim after two months from the date of journey is accorded.</p> <p style="text-align: right;">Signature of Head of the Department.</p> <p style="text-align: right;">Name _____</p> <p style="text-align: right;">Designation & Seal. _____</p>	