

Annexure- III

TOUR TRAVELING ALLOWANCE CLAIM										DIARY NO:									
										DATE:									
CARD CODE		EMPLOYEE NO.			TOUR COMMENCEMENT DATE			MTR NO.		DESTINATION TOUR NO.									
Name.....										Designation.....			Scale of pay.....			Basic pay.....			
Department.....										H.O.			Rex No.						
Section 1 Calculation of Total TA Admissible (Please fill the Section after filling Section II to V)																			
Note: Cheque Drawn in favour of SJVN must be enclosed if the claim is negative by more than Rs. 200																			
For Accounts Deptt.																			
		Amount Claimed (To be filled by the Employee)			Amount admitted by Accounts (enter only if claims are changed ticket, booked by company of Cheque Amount)					DA (including Hotel) Admissible under income Tax Rule									
										A/B									
1. Journey fare B/Air B/Rail & Road										For Above column 25: Put A if pay above Rs.1000/- Put B if pay below Rs.1000/-									
2. Conveyance Charges & Misc. Expenses II+V																			
3. Accommodation Charges																			
4. Daily Allowances																			
A. Total 1 to 4																			
Less Advances drawn from cost of Ticket Cr.																			
5. Corporate centre										For above column Enter amount Refunded by Cheque/Cash									
6. From project if any																			
B. Total 5&6										Pay Rs..... Net Claim									
C. Net Claim (A-B)																			
Claim date					Amount														
D. Refund by Cheque/ Cash																			
Receipt No.....		Dated			Accountant					Accounts officer/SAO									
On		For Rs.																	
Section II: Detail of Miscellaneous Expenses incidental To Tour																			
Note: Enclosed Receipt for amount claimed.																			
S.No	Particulars of Expenses	Amount		*The cancellation of booking was due to official reasons Signature of Head of Department Name Date: Designation															
		Rs.	P.																
	Total														To be furnished when cancellation charges are claimed.				

