



# INDIAN INSTITUTE OF TECHNOLOGY INDORE

## TRAVELLING ALLOWANCE /CLAIM FORM FOR MEMBERS

1. Name of the Member: .....
- 2 (i). Name of the Committee/Body: .....
- (ii). Date of meeting: .....
3. Bank details for transfer into bank account:
  - (i). Account holder: .....
  - (ii). Bank name: .....
  - (iii). Branch name: .....
  - (iv). Account no.: .....
  - (v). IFS code: .....

4. Travel fares (Air /Rail/ Bus) (Copy of tickets and boarding pass, where applicable, be enclosed), if any:

Departure		Arrival		Mode & Class of Journey (Rail/ Road/ Air & Economy/IAC/II AC/ III AC etc.)	Train /Flight No. & PNR No.	Fare
Place	Date & Time	Place	Date & Time			( )
<b>Total Fare ( )</b>						

5. Details of local conveyance charges, if any:

Date	Station	Place visited/travelled		Distance (KM)	Mode of Travel - Taxi / Auto/Other	Fare ( )	Remarks
		From	To				
<b>Total Local Conveyance ( )</b>							

6. Reimbursement of hotel/food bills if any, (bills to be enclosed):

Sr. No.	Date	Bill details	Amount ( )	Sr. No.	Date	Bill details	Amount ( )
<b>Total ( )</b>							

7. Sitting fees/ Honorarium: .....

8. Total (4+5+6+7) = .....

Certified that I have travelled by the class and mode of conveyance as indicated above.

Signature of the Member

Signature of the Approving Authority  
having financial power

(FOR FINANCE OFFICE USE)

Admitted for ` .....

Disallowed/Added ` .....

Passed for ` .....

Cheque No. & Dated .....

Deputy Manager

Manager

AR/DR

Registrar