Form: F7

INDIAN INSTITUTE OF TECHNOLOGY INDORE

TRAVELLING ALLOWANCE /CLAIM FORM

(To be printed on back of Form F6)

1.Name of the Applicant:_____

2.Designation & Department:_____**3.Grade Pay**:_____

Institute Name (In case of external members)…….....……..……

Budget Head (to which TA / DA is to be debited)……..…….....…….....…

Amount of advance drawn, if any .....Tour report : Enclosed / Not enclosed

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

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

5. Details of local conveyance charges:

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

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

Sr. No	Date	Bill details	Amount (Rs)	Sr. No	Date	Bill details	Amount (Rs)
						Total (Rs)	

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

Signature of the Applicant

(FOR FINANCE OFFICE USE)

Admitted for Rs……...

Disallowed / Added Rs …….…….

Passed for Rs ……..…….

Deputy Manager Manager AR / DR Registrar