

Details of Journey performed (Return)

Departure		Arrival	Mode of travel	Air/Train/Bus Ticket Nos.	Distance in Kms.	Amount claimed	Remarks
Date	Place	Date	Place				

Gross Amount Claimed.....

Amount of Advance Sanctioned.....

Balance amount claimed/refunded.....

CERTIFIED THAT....

1. The information as given above is true to the best of my knowledge and belief.
2. The Air/Train/Bus tickets for the journeys performed are enclosed.
3. That my husband/wife is not employed in Govt. Service/Public Sector Undertaking/Corporation/Autonomous Body/Local Body financed by Government.
4. That my husband/wife is employed in Government Service/Public Sector Undertaking/Corporation/Autonomous Body/Local Body financed by Government and the LTC has not been availed of by him/her separately or for any of the family members for the block year.....to.....from that organization. Necessary certificate from his/her employer has been enclosed.

Date:.....

FOR OFFICE USE ONLY			
Passed for Rs. _____	Debit _____		
Adjustment Rs. _____	Credit _____		
For Payment Rs. _____			
Supr/Supdt.	Accounts Officer	Internal Auditor	Financial Controller

Signature & Designation of the Employee

Countersigned by

Chairman
Dept. / Section
(with seal)