

TRAVELLING ALLOWANCE AND DAILY ALLOWANCE FORM OF RGUKT, IIIT-RK VALLEY

NAME:							DATE :							
DESIGNATION :							OFFICE ADDRESS :							
PAY & SCALE	JOURNEY PRATICULARS				MODE OF JOURNEY AIR/ RAIL/BUS/ CAR	PURPOSE OF JOURNEY	HALTS	DA CLAIMED			FARE CLAIMED		EACH LINE TOTAL	
	DATE & TIME OF DEPARTURE	PLACE FROM	PLACE TO	DATE & TIME OF ARRIVAL				NO OF DAYS	RATE PER DAY	AMOUNT	CLASS	RS	TOTAL	
Grand Total=														

Signature of the Employee

Administrative officer

Director