## INDIAN INSTITUTE OF SCIENCE, BANGALORE – 560 012

Travelling allowance bill of	for the month of
Designation, Department : <b>ME</b> , Basic pay/Scholarship Rs	::, Name of the Scholarship
Authority for the journey (Approval letter number & Date)	

Particulars of Journeys and Halts						Ro	oad	Railway				Air		Daily A	llowance	Purpose	Total		
Departure		Arrival			No.	Rate			Class	No Amount		Air	No. Rate		Amount	of	of		
Station	Date	Hour	Station	Date	Hour			P		of Kms Rs. P		Fare Rs.	of days	Rs	Rs. P	Journey	each line Rs.		
																	Gross Amount Claimed		
																	Less T.A. Advance Recd.		
																	Balance amount claimed		

## **CERTIFICATE**

- 1. I travelled in the class of accommodation to which I am entitled.
- 2. I clarify that I didn't perform the road Journeys for which mileage allowance has been claimed at the higher rates presented in Rule 46 of the Supplementary rules by taking a single seat in any public conveyance, which plies regularly for hire between fixed points and charges fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses. I also certify in respect of journeys for which road mileage is claimed.
  - I. At Rs. 2-00 per kilometer, I actually travelled in my own car/full Taxi without sharing the cost of propulsion with any other person.
  - II. At Rs-1-00 per kilometer, I actually travelled in a taxi by taking a single seat and that my share of expenses is not less than the amount claimed.
  - III. At Rs. 1-00 per Kilometre, I actually travelled in a Scooter/Motor cycle/Autorikshaw without sharing the cost of its propulsion with any other person.
  - IV. At Rs. 0-50 paise per kilometer, I actually travelled in a Scooter/Motor Cycle/Autorikshaw and that my share of expenses is not less than the amount claimed.
- 3. I was actually and not merely constructively present in the camp on all days for which allowance has been claimed.
- 4. The distances for which mileage are claimed are correct to the best of my knowledge.

Station:			Signature & Designation of the Drawer
Date :			
			Countersigned by :
For the Use	e of Office Only		
Noted L.F No.			
Unit V			
Exp. Noted L.F. No.			Chair:
Unit:			Dept./ Section:
Passed for Rs.	Debit :		
Adjustment Rs		:	
For payment Rs			
			_   DIRECTOR
			DIRECTOR
Superintendent	Accounts Officer	Internal Auditor	