



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**

FORM – ES / 05

TRAVELLING / DAILY ALLOWANCE BILL ON OFFICIAL TOUR

No. – NITR/.....

Date – /..... /20.....

Employee

Student

Expert/Examiner/Guest

Member of BOG/FC/BWC/Senate

Name – Dr./Mr./Ms.

Emp. Code / Roll No. –

Department –

Designation –

Gr. Pay – ₹

Travelling Authorization Ref. No. – NITR/ES/

, Date - / / 20 .

PART – A : TRAVELLING ALLOWANCE

(Note – Do not give local travel details at Duty Station in Part – A, the same is to be given in Part-B)

FROM			TO			Mode of Travel	Class of Travel	Fare Expense	Ticket / PNR No.*
Date	Time	Place	Date	Time	Place				

Upward Journey

Return Journey

PART – B : DAILY ALLOWANCE*

Date	Hotel/GH Charges*	Food Bill	Local Transport	Date	Hotel/GH Charges*	Food Bill	Local Transport

(Please enclose original Air/Railway [III AC & above] ticket, Boarding Pass, Receipt for Hotel/GH charges, documents in support of other claims.)

PART – C : OTHER CLAIMS

Booking Exp.

Cancellation Fee

Registration Fee

Misc. Exp.

I, Dr./Mr./Ms.

hereby declare that the claims made above are based on

the actual amount spent by me and have not been claimed by me and/or paid to me from any other source.

the Air ticket was booked on

in the cheapest available flight [please ✓ if applicable.]

An advance of ₹

was drawn by me vide Bill No.

may be adjusted against this claim.

Forwarded [to Finance & Accounts office].

₹ may please be paid as
Honorarium / Sitting Fees.

Signature of the HOD/HOC/HOO

Signature of the Claimant

(Please print page – 2 on the back of page – 1 in the same sheet)

FOR OFFICIAL USE ONLY

#	HEAD OF EXPENSE	ADMITTED BY F&A OFFICE	ADMITTED BY IA OFFICE
1	Institute Travel Grant		
a	Road mileage		
b	Air/Ship/Train/Bus Fare		
c	Booking/Canc. Expenses		
d	Lodging Expenses		
e	Boarding Exp. / Food Bills		
f	Local Transportation Exp.		
	Total of 1		
2	Staff Training		
3	Honorarium / Sitting Fees		
4			
	Grand Total		
5	Less: Advance		
	Payable (Recoverable)		

 Accountant Superintendent **AR (FA)**

 Jr. / Sr. Asst. Acct. / A.S. **AR (IA)**

Under Rs. (Rupees

 only).

Asst. Registrar (FA)

Passed for Rs. (Rupees

 only).

Registrar/Dean(FW)/Director

Dealing Asst. (Cash / Cheque)
 Please pay by Cash / Cheque an amount as passed above by the competent authority.

Asst. Registrar (FA)

Paid by CASH / vide CHEQUE No.
 Dated –/...../20.....

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DA (Cash / Cheque) Superintendent

Received payment by CASH / vide CHEQUE as mentioned above.

Signature of the Receiver