

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
TA / DA CLAIM FOR OFFICIAL TOUR / DUTY

1. Name of the claimant : _____
2. Designation : _____
3. Grade pay : _____
4. Purpose of Journey (with date of meeting) : _____
5. Authority (quote office Order No.) : _____

Departure		Arrival		From	To	Distance	Mode of journey	Fare (Rs.)	Remarks (Ticket No.)
Date	Time	Date	Time						
(A) TOTAL									

(If travelled by Air, Boarding Pass may be enclosed)

Food Bills Details (Food bills is to be enclosed) :-

Date	Breakfast	Lunch	Dinner	Total
(B) TOTAL				

Hotel Details (Hotel receipt is to be enclosed) :-

Name of Hotel : _____
Registration Number of Hotel : _____

Check In		Check Out		Number of Days	Amount
Date	Time	Date	Time		
(C) TOTAL					

Date _____

Grand Total (A+B+C) Rs. _____

Advance Received Rs. _____

1. Free Boarding Provided : YES / NO

Net Payable Rs. _____

2. Free Lodging Provided : YES / NO

Signature of the claimant _____

Received Rs. _____

Claimant

FOR OFFICE USE (ACCOUNTS SECTION)

A/c Head _____

Checked and correct, amount

Verified & found
Correct

Rs.: _____ may be paid

Payment Rs. : _____

Checked Clerk / Assistant

I.A.O

Dy. Registrar (Acctts.)

DIRECTOR

