

**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						
<b>(A) TOTAL</b>									

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

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

Date	Breakfast	Lunch	Dinner	Total
<b>(B) TOTAL</b>				

**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		
<b>(C) TOTAL</b>					

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

