

International Indian School, Jeddah

Tour T. A. Bill for the Month of _____

- 1- Name of the Employee _____
- 2- Designation _____
- 3- Basic Pay & Grade Pay _____
- 4- Place of Working _____
- 5- Details & Purpose of Journey Performed _____

Departure		From	Arrival		To	Mode of Travel	Fare Paid	Distance (in KM)	Daily Allowance	Purpose of Journey	
Date	Time		Date	Time							
Hotel Expenses											
From	To	-					Total Amount				

6- Mode of Journey(s): (i) Air (ii) Rail (iii) Road _____ Yes / No.

7- Date of absence from place of halt on account of C. L.

8- Date on which free boarding and / or lodging provided by any organization.

9- Particulars to be furnished along with Hotel receipts etc., in case where higher rate of D.A. is claimed for stay in Hotel/other establishments providing Board and/or lodging at scheduled tariff.

10- Particulars of Journey(s) for which higher class of accommodation than the one to which the school staff is entitled was used.

11- Details of Journey(s) performed by road between places connected by Rail.

12- Amount of advance Travelling Allowance , if any, drawn _____.

Certificate

1- Certified that the information as given above is true to the best of my knowledge and belief.

2- Certified that I give my option for availing on tour as per provision in USR.

Signature:

Date:

List of enclosures:

- 1- Tour approval of Principal / Chairman.
- 2- Attendance / Duty Certificate
- 3- Certificate of availing / non-availing free boarding/lodging facilities during tour period.
- 4- Ticket / Ticket No. _____.
- 5- Food Bills.
- 6- Taxi Charges Bills (if claimed on daily basis).
- 7- Hotel Receipt.