

H.P.T.R. 7

TRAVELLING EXPENSES CLAIM FORM

1. Establishment : \_\_\_\_\_ Month : \_\_\_\_\_ 20\_\_
2. Name & Designation : \_\_\_\_\_
3. Basic Pay : \_\_\_\_\_ Head Qrs. : \_\_\_\_\_
4. Purpose of Journey : \_\_\_\_\_

DEPARTURE		ARRIVAL		Km./ Mode of Travel	Rate/ Class of Travel	Actual Fare Paid	DAILY ALLOWANCE				TOTAL OF LINE
Station 1	Date & Hour 2	Station 3	Date & Hour 4				Hotel Charges (if any) 8	No. of Days 9	Rate Admiss- ible 10	Amount 11	
** GRAND TOTALS **											

(DETAILS OF THE CLAIM)

1. Total of Column No. 12 (B.F.) Rs. \_\_\_\_\_
2. Terminal Transportation Charges Rs. \_\_\_\_\_
3. Local Transportation Allowance Rs. \_\_\_\_\_
4. Transfer Grant Rs. \_\_\_\_\_
5. Personal Effects Rs. \_\_\_\_\_  
Wt: \_\_\_\_\_ Rate: \_\_\_\_\_ Amount Rs. \_\_\_\_\_
6. Conveyance Charges Rs. \_\_\_\_\_
7. Miscellaneous (Specify) \_\_\_\_\_ Rs. \_\_\_\_\_
8. GROSS AMOUNT Rs. \_\_\_\_\_
9. Less Advance of TA/TTA drawn vide  
TV No \_\_\_\_\_ Dt: \_\_\_\_\_ Rs. \_\_\_\_\_
10. NET AMOUNT PAYABLE Rs. \_\_\_\_\_

(Signature of Claimant)

Passed for Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_

(Signature of Controlling Officer)

(Signature of D.D.O.)

(TO BE USED IN AUDIT OFFICE)

Admitted for Rs. : \_\_\_\_\_

Objected to Rs. : \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

(Accounts Officer)

INSTRUCTIONS

1. Tour Diary should invariably be attached with the claim.
2. In case of transfer claim, the details of members of the family with age along with details of personal effects be given.
3. The Receipt Nos. of Hotel and car age charges bills be quoted against the relevant Column.
4. Ticket Nos. should be quoted, when journeys are performed in a class higher than the ordinary class.