

Rajiv Gandhi Institute of Petroleum Technology Rae Bareli

<u>Tour Claim Form</u> <u>G.A.R. 14-A [See rules 66 (1) and 90 (1)(i)]</u>

PART- A (To be filled up by claimant)

Name:			Dr./Mr.	/Ms								
Designati	on:											
Basic Pay						er month						
Grade Pa	-					er month						
Purpose (of Journe	ey (s) pe	erformed:									
Departure			PARTICU Arrival			Mode of Journey	JOURNE Class	YS AND HA Distance in Kms.	<u>LTS</u> Fare (₹)		ion of	Flight/Train Ticket PNR No.
Station	Date 8	Time	Station Date & Time		Time					Days Hrs.		
						Total Fare	e (₹)					
(1) Total	Fare:			₹		/- T	ickets nu	rchase by R(SIPT if ve	s nlease	tick (1	
(2) Road (Mode	/Taxi: e of conve			 Governme	nt trans	Kms. @sport/ by taki	0 ₹ ng a taxi, a	per kms a single seat in third person to	. = ₹ n a bus or o	 ther publi	c conve	yance/ by
(3) Hotel Accor Total tariffs	mmodati day's av	on (Hot	el / Guest	House /C	ther) a	availed: Fro	m	per day (To hotel receipts	·			g at scheduled
(4) Other	actual e	xpense	s incurred	:₹		(Attached o	documents)				
(5) Amou	unt of T.A	A. Advaı	nce, if any	, drawn: ₹	F		(At	tached approv	/als)			
Total Clai	m (1 + 2 hat all pa	+ 3 + 4 rts of the	- 5) ₹ e journey ha	nve been p	/- (In	wordsed in accorda	ance to the	e CERTIFICA	TE given be	low))
	that I hav for which	the mil						. It is also ce In case of hi				n the road that claim is
Date:		_						Signat	ture:			

PART- B (To be filled in the Bill Section)

——————————————————————————————————————	_		/-(in words)						
(a) Air/Railway/Bus/Steamer fare:		→	₹						
(b) Road mileage for Km	b) Road mileage for Kms. @ per Kms.:								
(c) Daily Allowance (as per entitlem	→	₹							
(d) Actual Expenses:		→	₹						
Gross Amount:									
(e) Less: Amount of TA Advance, Voucher No		→	₹						
Net Amount:									
The expenditure is debit able to:									
(Checked by)	(Counter Signed by RGIPT officer)								
Claim is approved for	₹								
Sanctioning Authority:	Signature:								
	Designation:								

Note: All the claims should be submitted within three months.