

**GUJARAT TECHNOLOGICAL UNIVERSITY, AHMEDABAD**  
**BILL FOR REIMBURSEMENT OF TRAVELLING ALLOWANCE & D.A./HONORARIUM**

FULL NAME : \_\_\_\_\_  
 DESIGNATION: \_\_\_\_\_  
 NAME OF INSTITUTE & ADDRESS: \_\_\_\_\_

DATE: \_\_\_/\_\_\_/20\_\_  
 BASIC PAY(OLD): \_\_\_\_\_

PHONE NO: \_\_\_\_\_ EMAIL ID: \_\_\_\_\_

PURPOSE OF JOURNEY: \_\_\_\_\_  
 REFERENCE LETTER NO.(IF ANY): \_\_\_\_\_

**(A) T. A.:**

Date of journey	From	To	Distance kilometer	Mode of journey (i.e. Bus, Car, Rail, Air)	Class	Fare paid	Remark

<b>Total Rs.(A)</b>							
					<b>No. of days</b>	<b>Rate/ Day</b>	<b>Total Rs.</b>

<b>(B) D.A.: (If applicable)</b>							
<b>Total Rs.(B)</b>							
					<b>No. of days</b>	<b>Rate/ Day</b>	<b>Total Rs.</b>

<b>(C) Honorarium:(If Prior approval is taken &amp; applicable)</b>							
<b>Total Rs.(C)</b>							
					<b>No. of days</b>	<b>Rate/ Day</b>	<b>Total Rs.</b>

<b>Gross Total Rs.: (A)+(B)+(C)</b>							
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This is to Certify that: -  
 I have travelled by Railway \_\_\_\_\_class/ Bus-Luxury/ordinary. (Attach copy of Rail Ticket if travelled by AC & upper class or Luxury Bus.)  
 I have travelled by Air & the air fare claimed is limited to Economic class air fare. (Please attach copy of air ticket & boarding pass)  
 I have travelled by my own car with vehicle No. \_\_\_\_\_ & it is  petrol  diesel vehicle (Attach Copy of R/C book.)  
 I have travelled as per requisite to participate in event, seminar, etc. and fare claimed hereby is actual and admissible.  
 I confirm that this amount is not claimed elsewhere and if it is found at any stage that above claim/part of the claim paid/received to me is contra bonos mores due to either side by mistake; I undertake to refund same to the University.  
 I ensure that I had received Rs. \_\_\_\_\_ as Advance for this TA and DA/HONORARIUM and deposited remaining amount Rs. \_\_\_\_\_ with Receipt no. \_\_\_\_\_ dated \_\_\_\_\_ to the university.

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_

Passed for payment Total Rs \_\_\_\_\_ (Rupees in words \_\_\_\_\_ only).  
 Journey mention above is essential to conduct duties at Gujarat technological University

**DEALING PERSON**                      **H.O.D/O.S.D.**                      **C.A.O**                      **I. A.**                      **REGISTRAR**

**RECEIPT**

Received Rs. \_\_\_\_\_ (Rupees in words \_\_\_\_\_ only)

From Registrar, Gujarat Technological University, Ahmedabad towards TA and DA/Honorarium.

**Bank information of receiver for Electronic fund transfer**

**Bank Name:** \_\_\_\_\_ **Branch & Branch Code:** \_\_\_\_\_ **A/C Type (SB/CB)** \_\_\_\_\_

**A/c No.(Full digits)** \_\_\_\_\_ **IFSC Code:** \_\_\_\_\_

The above information provided by me is correct.

**Signature:** \_\_\_\_\_  
**Name:** \_\_\_\_\_