



**NATIONAL INSTITUTE OF TECHNOLOGY
GOA**

FORM – ES / 06

TRAVELLING / DAILY ALLOWANCE BILL ON OFFICIAL TOUR

No. – NITG/.....

Date – /..... /20.....

Employee Student Expert/Examiner/Guest Member of BOG/FC/BWC/Senate

Name – Dr./Mr./Ms. Emp. Code / Roll No. –

Department – Designation – Gr. Pay – Rs.

Travelling Authorization Ref. No. – NITG/....., Date - / / 20 .

PART – A : TRAVELLING ALLOWANCE

FROM			TO			Mode of Travel	Class of Travel	Fare Expense	Ticket / PNR No.*
Date	Time	Place	Date	Time	Place				
Upward Journey									
Return Journey									

PART – B : DAILY ALLOWANCE*

Date	Hotel/GH Charges*	Food Bill	Local Transport	Date	Hotel/GH Charges*	Food Bill	Local Transport

PART – C : OTHER CLAIMS

Booking Exp.		Cancellation Fee		Registration Fee		Misc. Exp.	
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I, Dr./Mr./Ms. hereby declare that the claims made above are based on the actual amount spent by me and have not been claimed by me and/or paid to me from any other source.

the Air ticket was booked on in the cheapest available flight [please ✓ if applicable.]

An advance of Rs. was drawn by me vide Bill No. may be adjusted against this claim.

Forwarded [to Finance & Accounts office].
Rs. may please be paid as
Honorarium / Sitting Fees.

Signature of the HOD/HOC/HOO

Signature of the Claimant

* N.B. – Please enclose original Air/Railway [III AC & above] ticket, Boarding Pass, Receipt for Hotel/GH charges, documents in support of other claims.

