

TA/DA Format for Outside of M P Participants



M.P. Bhoj (Open) University

T.A. / CONVEYANCE ALLOWANCE BILL

NAME:

DESIGNATION

OFFICIAL ADDRESS

GRADE

BASIC PAY Rs.....

PURPOSE OF JOURNEY (Please Specify)

(a) Travelling Details

Place From	Date	Time	Place To	Date	Time	Mode	Distance K.M.	Ticket no.	Fare

Total (a)Rs.

(b) Daily allowance :- Total Time (in hours)
(For Journey Period Only)

Daily allowance (i)General rate
(ii)Special rate

Total (c) Rs.

Bank Name & Branch

IFSC Code

Saving Account No

Verified

Total (a+b)

Rs-

**Signature
Stamp**

Less **Advance**

Rs-

Payable / Receivable Amount

Rs-

It has been certified that

1. No TA has been received from any Other Source in respect of this Tour
2. No Vehicle of MPBOU / Govt. was used in this Journey
3. The Journey was performed by the shortest & cheapest route &
4. No. Free Lodging was provided by any Institution / Govt.
5. All information given as above are True & Correct

Received Rs -

(in words)

Date:

Signature

Note :- 1. Please mention travel fare , D.A & Head Qtr. Allowance

2. Mention Total Journey Hrs in Col. (C)

3. Enclosed your original Ticket / Self attested photocopy of Ticket

4. Mention Number of Kilometers if travelled by Road

Name
Designation