

**TA/DA FORMAT**



# 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

|                        |
|------------------------|
| <b>Verified</b>        |
| <b>Signature Stamp</b> |

Total (a+b) Rs-

Less **Advance** Rs- \_\_\_\_\_

Payable / Receivable Amount Rs- \_\_\_\_\_

It has been certified that

- No TA has been received from any Other Source in respect of this Tour
- No Vehicle of MPBOU / Govt. was used in this Journey
- The Journey was performed by the shortest & cheapest route &
- No. Free Lodging was provided by any Institution / Govt.
- 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**