

DR.B.C.ROY ACADEMY OF PROFESSIONAL COURSES DURGAPUR

(An Autonomous Institution affiliated to MAKAUT, West Bengal)

CLAIM FORM FOR REIMBURSEMENT OF TRAVELLING EXPENSES

(To be filled in by the employee)

(w.e.f. 01.12.2024)

Name:	Designation:
Basic Pay: Rs.	Pay Level:
Email ID:	Department:
Expenditure Head:	Mobile No.:
Name of the Bank:	Purpose of journey:
Bank Account No.:	IFSC Code:
	Bank Address:

1. Details of Journey performed (Please attach separate sheet, if necessary)

Departure		Arrival		Mode of travel & class of accommodation	Fare paid (Rs.)	Distance (Km.)	Ticket No.
Date & Time	From	Date & Time	To				

2. Claim of local conveyance charges on tour for official purpose from _____ to _____.

From			To			Mode of Transport	No. of Km	Amount paid	Purpose
Date	Time	Place	Date	Time	Place				

3. Particulars of hotel / guest house receipts etc. (please attach hotel bills):

Period of stay (Date & Time)		Name of the Hotel / Guest House	Bill No. & date	Daily rate of lodging charges	Total amount paid (Rs.)
From	To				

4. I hereby declare that I have incurred the following food expenses during my tour from.....to
.....for which food was not provided free of cost by any Organisation / Institute.

Sl.	Date	Amount (Rs.)	Sl.	Date	Amount (Rs.)	Sl.	Date	Amount (Rs.)
1.			4.			7.		
2.			5.			8.		
3.			6.			9.		

OR

**Dearness Allowance (D.A.) as per rules vide notification no.:
BCR/GS/NOT/17/10268 dated:14.06.2022**

5. Other expenses (if any):
 6. TA Advance drawn, (if any) Rs. _____ Date of drawal: _____
 7. Enclosures: a) Tour approval b) Hotel bills c) Journey tickets
 8. Total number of enclosures: _____ 9. Date of submission: _____

Certificate in respect of Official Journey

Period from (date) _____ to _____ (date)

Certified that the information as given above is true & correct to the best of my knowledge and belief.

Signature of the Staff

Signature of HOD

Part- B (For the use of Accounts Section)

(Amount in Rupees)

1.	Rail Fare / Road Fare / Air Fare	
2.	Local conveyance charges	
3.	Accommodation / Hotel charges	
4.	Fooding expenses Or D.A.	
5.	Other expenses (if any)	
6.	Gross Amount (Rupees _____)	
7.	Less: Amount of TA Advance drawn, if any	
8.	Net Amount (Payable / Recoverable) (Rupees _____)	

The above expenses may be debited to _____

Dealing Asstt.

AO (F & A)

CFO

Payment made by NEFT No. _____

Date of payment: _____