



**NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION**  
17-B, Sri Aurobindo Marg, New Delhi 110 016  
**OUTSTATION TRAVELLING ALLOWANCE CLAIM FORM**

TA Bill No:.....

Dated:.....

1. Name (In BLOCK LETTERS): .....
2. Address: .....
3. Grade Pay/Pay Level (At present): .....
4. Purpose of Journey: .....
5. Particulars of Journey and Claim:

- **Forwarded Journeys (as per Air/Railway/Road):**

*Schedule of Timings (Air/Rail/Bus Fare) Ticket No. ....(Enclose Original Ticket)*

*Time of Departure .....on.....at..... ₹.....*

*Time of Arrival .....on.....at..... ₹.....*

- **Return Journeys (as per Air/Railway/Road):**

*Schedule of Timings (Air/Rail/Bus Fare) Ticket No. ....(Enclose Original Ticket)*

*Time of Departure .....on.....at..... ₹.....*

*Time of Arrival .....on.....at..... ₹.....*

- **Road Mileage:**

From	To	No. of Kms	Mode of Travel, Taxi/ Scooter	Rate (per Km.)	Total Rs.

- **Whether Boarding/Lodging provided by the Host Institute (Ref. GIO(I) SR 51 and 71) Yes / No**  
**If no, claim for Boarding / Lodging:**

*Hotel Accommodation/ Guest House Charges: ₹.....*

*Food reimbursement during the stay: ₹.....*

- **Food reimbursement for travelling day(s): ₹.....**

Advance Drawn (if any): ₹.....

Total Amount: ₹.....

Less Advance Drawn: ₹.....

Net Claim: ₹.....

**Signature**

**(Name and Designation in Block Letters)**

**Certificates**

Certificate that:

1. I actually travelled by mail/express train as claimed in the bill.
2. No return ticket was available for journey for which claim has been made in the bill.
3. I was actually and no merely constructively present in this ramp for the day for which daily allowance has been claimed.
4. I was not on casual leave on the days for which daily allowances has been claimed in the bill.
5. The office conveyance has not utilized for the journey for which road mileage allowance has been claimed in the bill.
6. The journey was not performed in any other vehicle without payment of its hire charges of incurring its running expanses.
7. I did not perform road journey along with my any other employee in a car belonging to him.
8. The distance by road for which road mileage has been claimed is correct to the best of my knowledge and belief.
9. I was not provided with free board and lodging at the expanses of the Institute/ Central Government/ State Government or any local body.
10. I have not received any Travelling Allowances for the journey for which the claim is preferred.

**(Signature & Designation)**

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**Checked and forwarded for payment.**

**(Signature with seal)  
[Coordinator /PI (as applicable)]**

**(FOR OFFICE USE ONLY)**

Passed for payment for ₹..... (Rupees .....  
.....)

**(Examined/Checked)**

**(Section Officer)**

**(Finance Officer)**

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