

DR.B.C.ROY ENGINEERING COLLEGE 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:	Department:
Email ID:	Mobile No.:
Expenditure Head:	Purpose of journey:
Name of the Bank:	IFSC Code:
Bank Account No.:	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: _____