

राजीव गांधी राष्ट्रीय युवा विकास संस्थान / Rajiv Gandhi National Institute of Youth Development  
श्रीपेरुम्बुदूर / Sriperumbudur – 602 105

**Form for claiming TA / DA / Transfer allowances / LTC**

Name: ..... Designation: ..... Dept/ Section: .....

AGP/ Grade Pay: ..... Purpose of tour: .....

..... Authority / Sanction ref with date (if any): .....

S. No	Departure		Arrival		Mode of travel	Class	Distance in KMS	Fare per head	Total Amount (Rs.)	Ticket No
	Date & Time	From Station	Date & Time	To Station						

\* Please furnish journey tickets and for air travel boarding pass in original

Whether you were provided with boarding / lodging by the host at the destination : **Yes / No** & Particulars of boarding & lodging:

Period of stay		Station	Name of the hotel / Guest house	Total amount incl tax (Rs.) (original bill to be enclosed)
From	To			

Local conveyance by auto / bus/ tax i/ metro/ monorail / other .....; fare paid / claimed details:

S. No	Date	Station	From	To	Distance	Mode of travel	Fare	Purpose/ Reason

Whether you were provided with free food by host: **Yes / No**; if No please attach food / restaurant bills /receipts, **Total food charges Rs ...../-**

Description	Amount Claimed (Rs.)
1. Travelling expenses involved (By Road)	
2. Travelling expenses involved (By Train)	
3. Travelling expenses involved (By Air)	
4. Local Travel (By Taxi / Auto / Bus)	
5. Food expenses	
6. Accommodation expenses	
7. Any other claims	
<b>Total</b>	

#### **CERTIFICATE**

☐ The information given in the bill is true to the best of my knowledge and belief. ☐ I performed the journey on tour in the interest of RGNIYD Sriperumbudur on authorized leave / instruction in accordance with order quoted in previous page. ☐ I did not avail any leave including casual leave during the tour and leave availed is mentioned in the bill. ☐ I have not claimed TA / DA from any source. ☐ I was provided / not provided with free lodging and/or boarding by any other institution/ organization. ☐ I actually used the mode of journey used in the bill. ☐ Necessary declaration relating to LTC claim has been submitted to the concerned authorities.

**Signature of the claimant with date**