

KHWAJA FAREED UNIVERSITY OF ENGINEERING & INFORMATION TECHNOLOGY, RAHIM YAR KHAN

TA & DA BILL

Travelling Allowance Bill		Designation:	CNIC#			Office Order Reference # _____
Pay Scale		Allowable No. of Days : _____	Via Public Transport ☐	Via Personal Vehicle ☐	Via Official Vehicle ☐	Office Order Attached ☐
Purpose of Journey						

Particulars of Journey						Journey by Air/Train/ Road			Mileage by Road @ Rs-Per. KM.		Daily Allowance/hotel charges @ Rs-Per Day		Total
Departure			Arrival			Class	No of KM.	Amount	No. of KM	Rate per KM	No. of Days	Amount	Amount
Station	Date	Hour	Station	Date	Hour								
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Amount:													

Undertaking: To my best knowledge, above mentioned amount is correct & complete and I have never claimed it before.

Note:

1. Please attach relevant copy of notification.
2. If notification contains more than one officer(s), TA/DAs of all officers will be submitted collectively through notification issuing office.

Applicant Signature

Reporting Officer/ HOD

Controlling Officer