

KHYBER PAKHTUKHWA BOARD OF TECHNICAL EDUCATION, PESHAWAR
TRAVELLING ALLOWANCE BILL

NAME OF TRAVELLER _____ DESIGNATION _____ POSTAL ADDRESS _____

BASIC PAY (EXCLUDING ALLOWANCES ON THE DAY OF JOURNEY) _____ LETTER & DATE AUTHORIZING JOURNEY _____

IBAN / ACCOUNT NO (24 digits) _____ BANK NAME & Code No. _____

CNIC NO. _____ MOBILE NO. _____ PURPOSE OF JOURNEY _____

DEPARTURE			ARRIVAL			MODE OF TRAVELLING			DAILY ALLOWANCE			AMOUNT GRAND TOTAL COLUMN: 9 + 12
STATION	DATE	TIME	STATION	DATE	TIME	1. By Road, 2. By Air, 3. By Rail			No. of days Spent in Journey	Rate Per day of Daily Allow	Amount	
						Distance Traveled	Rate Per K.m	Amount				
1	2	3	4	5	6	7	8	9	10	11	12	13

TOTAL AMOUNT:-

Signature of Traveler _____

FOR OFFICE USE ONLY

T.A Advance _____

Checked By _____

DUTY VERIFIED _____

Net Payment _____

(Signature)

(P.T.O)

CERTIFICATE

Certified that:-

1. The journey was performed in the public interest.
2. That I was not on leave on the date for which T.A/D.A has been claimed in this bill.
3. I have not claimed the same dues from any other Department/office.
4. I have actually traveled in my own Motor Cycle/Motor Car/Van bearing No _____ (Photo copy of Registration in attached)
5. No. Government/Board's Vehicle was provided for the purpose of journey.

SIGNATURE: _____

NAME (IN BLOCK LETTER) _____

DESIGNATION: _____

ADDRESS: _____

DATED: _____

Bank Information (Compulsory)			
Bank Name			
Branch Name		Branch Code	
Account No.	(24 digits Account No)		

INSTRUCTIONS

1. No Bill will be admitted for claim until all the columns of the Bill/Performa are dully filled.
2. Attested Photo copy of the Registration of personal Car used for the purpose of journey may be attached.
3. Prior approval of the Chairman for use of personal Car/Taxi may be obtained and furnished along with the Bill.
4. An attested copy of Pay Roll i.e. (Monthly Salary Slip) must be attached with the Bill.