



Society for Electronic Transactions and Security (SETS)

TOUR REIMBURSEMENT CLAIM

Name _____ Department: SETS _____ HQs : Chennai _____

Designation: _____ Code No.: _____ Basic pay : _____

Tour to: _____ Chargeable to Cost Centre: _____

Advance drawn Rs.: _____ Date:- _____

Purpose of tour: _____

1. Journey and Halts: Tour Period: From ...

Departure			Arrival			Mode of Journey & Class	Train / Flight No.	Ticket/ PNR No.	Distance in Kms.	Amount Claimed Rs.
Station	Date	Hours	Station	Date	Hours					
1	2	3	4	5	6	7	8	9	10	11

1.Total	
2.Any Other Charges (Cancellation/Service Charges)	
TOTAL (1+2)	Rs:

2. Lodging Expenses :

Station	Period of Stay			Amount Paid (Rs.)	Amount Allowed (Rs.)	Remarks
	From	To	No. of Days			
1	2	3	4		8	9

3. Boarding Allowance/Composite Allowance: (Composite Allowance is admissible in case of night stay only.
Ordinary boarding Allowance is admissible in case of claiming lodging charges)

Station	Period of Stay			For Office Use Only			
	From Dt & Time	To Dt & Time	No. of Days	Details	Nos of Hours/(Days)	Rate	Amount (Rs)
1	2	3	4	6	6	8	9
				In Journey			
				At Station			

4. Telephone Charges: (Bills to be produce)			Amount Claimed	Amount Allowed
Date	Telephone No	Person contacted		

5. Others Expenses (Bills to be produce)			Amount Claimed	Amount Allowed

Hotel Name and Address:

No. of Occupants..... (in words.....)

Bill No. & Date.....Rs.....

Receipt no. & Date.....

6. STATEMENT OF LOCAL TRIPS

S. No.	Date & Time	Journey Particulars		Distance in Kms.	Mode of Journey Taxi/ Auto/ Bus etc.	Actual Expenses Incurred	Remarks
		From	To				
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
					Total		

- A. *Certified that the above expenses were actually incurred by me in the performance of outdoor duties and when no other official transport was available.*
- B. *Certified that coolie and portage charges claimed above have actually been incurred were only for carrying official luggage and that higher type of conveyance was engaged only for the purpose of carrying instruments/heavy luggage which could not be accommodated in the type of conveyance which I am entitled to.*
- C. *Certified that the Local trips charges claimed above are for self and is not shared by any other employee/ person.*

Signature of the Employee _____

Name:

Designation:

Summary of Expenses Claimed & Allowed:

S.No	Description	Amount Claimed	Amount Allowed (Rs)
1.	FARES		
2.	LODGING EXPENSES		
3.	BOARDING ALLOWANCES		
4.	TELEPHONE CHARGES		
5.	OTHERS		
6.	LOCAL TRIPS		
	TOTAL		
7.	Less: Advance		
8.	Net +/-		

DECLARATIONS AND CERTIFICATIONS

1. That I traveled by the class of accommodation for which TR has been claimed and the fares shown in the bill are correct and were actually paid by me.
2. That I was actually present at the outstation on days as claimed and I did not proceed on any leave during the period except as stated.
3. Certified that the "Journey" is performed by the shortest route.
4. The claim for this tour has not been claimed from any other source and has also not been claimed before.
5. Unspent tour advance amount of Rs..... refunded vide Receipt No..... Dtd.....
6. TR Bill is submitted on Dtd..... Which is within 7 days of completion of the tour on date.....

Signature of the Employee

Name:

Designation:

Date:

1. Certified that Tour program is as per the entitlement of the employee. Special approval has taken in case of travel by higher class (specify.....). Tour expenditure charged to and as per Budget allocated for the project (cost centre).
2. Submitted for Approval.

Assistant Accounts Officer
Date:

CAAO

Approved / Not Approved

Date:

Executive Director