

Name and Designation	Headquarters	Actual pay	Particulars of Journeys and Halts						King of Journey i.e. By Rail (Mail or Passenger) Steamer Road or Trolley	Class	Railway Fare		Mileage or Rate	
			Station	Date	Hour	Station	Date	Hour			No. of fares	Amount		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
RAND TOTAL														

Amount	No. of days	Daily Allowance		Actual expenses		Total of each line	Total of each person	Deduction	Net amount Payable	Purpose of Journey	Remarks
		by Road	Trolley	Particulars	Amount						
16	17	18	19	20	21	22	23	24	25	26	27
(In Words)											
Deduct TA refunds as detailed on the reverse Any amount required by Payment.											
Contents received Controlling Officer/ Head of Office											
Rs. Ps.											
Appropriation for all Expenditure including the Bill											
Balance											

Travelling by road includes travelling by sea or river in a steam launch or in any other vessel than a steamer, and travelling by canal (The Particulars kind should be specified) cases where steamer/ company has two rates of fares one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare" exclusive diet." here is a combined appropriation for travelling allowance of Government servants of Grades 16 and above and other Government servants of lower grade a combined appropriation and expenditure should be shown in column.

**INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS**

1. Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last number column.
2. Permanent travelling, conveyance and horse allowance should be drawn along with the pay of the Government servant and not on Travelling Allowance Bills.
3. Fractions of a mile in the total for any one journey should not be charge for.
4. When the first item of travelling allowance to any official is a halt, the date of commencement of that halt should be stated in the Remarks\* column.
5. If daily allowance is claimed in respect of a road journey the number of miles travelled should be entered in column 14 and daily allowance in columns 17 to 19.
6. Journey performed beyond British territory should be indicated separately and the distance travelled be stated in each case.
7. When travelling allowance is claimed in respect of a journey to or from hill station it should be entered in the remarks column whether or not the halt has exceeded ten days.
8. Ordinarily where a return journey is performed by a Government servant, audit will presume that it must have been performed on a return journey ticket in case where under the rules of the Railway Company such ticket is allowed, in the case of journeys in respect of which the controlling officer is satisfied that the officer making the journey could not purchase a return ticket either because he could not expect to return within the time allowed on return tickets or because it was not possible for other reasons. It will be necessary for the controlling officers to indicate for the facility of audit either on the back of the travelling allowance bill at one place or preferably against the relevant journeys in the bill that he is satisfied that in respect of the specific journey it was either not possible or not considered necessary in the interests of public service to purchase a return ticket.

Section of Establishment	Name	Period	Amount Rs.	Ps.	Section of Establishment	Name	Period	Amount Rs.	Ps.

**NOTE:** When the bill is sent at the audit officer for preaudit the words "Contents received" (or any equivalent expression) should not appear on it nor should any receipt stamp be affixed thereon. Separate acknowledgment complete in all respects would be required at the time of delivery of cheque.

**A.F.86**

**C.A.C. Form II**  
**Travelling Allowance Bill (Establishment)**  
**(Provincial)**

**A. and T.No.308**  
**(S.T.R.27)**

Head of Service Chargeable  
 Major Head \_\_\_\_\_  
 Minor Head \_\_\_\_\_  
 Detailed Head \_\_\_\_\_  
 Sub \_\_\_\_\_

**CERTIFICATE**

1. Certified that I have satisfied myself that the amounts included in bills drawn Previous to this date with the exception of those detailed below (of which the total amount had been refunded by deduction from this bill) have been disbursed to the officers therein named and their receipts taken in the Acquittance Roll or the office copies of the Travelling Allowance bills filled in my office with receipt stamps duly cancelled for every payment in excess of Rs. 20/=
2. Certified that the journeys for which mileage allowance have been claimed under Punjab T.A. rule 2.68 for non-gazetted ministerial or menial Government servants were made by public or hired conveyance and under my orders.
3. Certified that it was necessary for the Government servants for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipment during such halt, and that the expense incurred on this account was not less than the halting allowance drawn (Rule 2.777 of the Punjab Government Travelling Allowance Rule.
4. Certified that the journey beyond jurisdiction was performed under proper authority.
5. Certified that an entry of the journeys for which Travelling Allowance has been claimed in this bill has been made in proper Check Register prescribed in T.A. Rules 2.193 (b).
6. Certified that journey by road were performed by public vehicle Playing motor care, lorry taxi or motor omnibus.

for hire of \_\_\_\_\_ which was a private vehicle  
 Motor cycle

not being my own property  
 being my own property  
 being a Government vehicle.  
 Passed for Rs. \_\_\_\_\_  
 Dated \_\_\_\_\_

Pay Rupees (in words and figures) \_\_\_\_\_  
 Examined and entered  
 Accountant. \_\_\_\_\_  
 Treasury Officer  
 Sub-Treasury Officer.

Dated \_\_\_\_\_  
 For use in Accountant - General's Office

On \_\_\_\_\_

Admitted Rs _____	Auditor _____	Assit. Supdt. _____	Superintendent _____
Object Rs _____			

Clause 2 should be scored in ink when no mileage is claimed under Rule No. 2.68 of the Punjab Government Travelling Allowance Rules and clause 3 when there is no claim under rules 2.77 of the Punjab Government Travelling Allowance Rules.  
 1. One line to be used and the others scored out.  
 2. To be filled up when payable from a Sub-Treasury.