

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

TA & DA BILL

Travelling Allowance Bill		Designation		Voucher No	_____
Net Pay=====		Or declared Income		Ref. No. of the letter or notice authorizing the Journey	
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.

Applicant Signature

Reporting Officer/ HOD

Accounts Officer