

Institute of Hotel Management Catering and Nutrition, Pusa , New Delhi

TOUR CLAIM FORM

Name		Designation	
Department		Head Quarter	
Date of submission		Pay on Pay Band & Grade pay	
Place of Visit		Tour Programme approved by (Attach copy)	
Purpose of visit		Tour report approved by (Attach Copy)	

A	Claim for Travel (Tickets to be attached)				
	Places traveled		Mode of Travel Air/Rail/ Road	Class	Ticket No./ PNR No.
From (with date & time)	To (with date & time)				
1					
2					
3					
4					

B	Claim for Stay					
	Date	Place	Hotel/ G.House	Bill No./ Receipt No.	Period of stay	Amount claimed (Rupees)
1						
2						
3						
	Total					

C Claim for local conveyance at tour stations							
	Date	Places traveled		Purpose	Mode of travel	Distance in km	Amount claimed
		From	To				
1							
2							
3							
4							
5							
Total							

D Claim for Daily Allowances				
	Date		Place for which DA claimed	Amount claimed (Rs.)
	From	To		
1				
2				
3				
4				
5				
Total				

E Claim for Honorarium (in case of external experts only)				
	Date	Purpose	PAN No. (Copy to be attached)	Amount claimed (Rs.)
1				
2				
3				
Total				

Signature of the official

For office use

Claim Passed

	A	B	C	D	E	Total
Amount claimed						
Amount passed						
Advance drawn if any						
Excess of advance amount recovered/ to be recover:						
Net amount payable/ receivable:						

Passed for an amount of Rs.(Rupees.....only)

(Accountant)

(Accounts Officer)

Sanctioning Authority

SELF-CERTIFICATION

1. I was not provided with any means of conveyance at Institute's expenses for journey for which local conveyance has been claimed.
2. I was not provided with free food or lodging at Institute's expenses for which claim has been submitted by me.
3. I did not avail of any leave during the period for which any claim has been made.
4. Certified that the journey was performed on an approved office business and the claim preferred is correct to the best of my knowledge and belief. If the claims are found incorrect the entire amount is payable by me and in addition the management can initiate disciplinary proceedings on me.
5. All claims are supported with bills duly certified.
6. I have actually traveled by Mail/Express train by the class of accommodation as claimed in the T.A. Bill.
7. The distance by the road for which mileage allowance has been claimed is correct to the best of my knowledge and belief.
8. The halts for which Daily allowance have been claimed were necessitated for the performance of duty at the place of halts.
9. The journey was performed in the interest of the institute and no Government transport was utilized for journey for which road mileage has been claimed.

Signature of the official

Check List for submission of the claim regarding travelling allowance

1. All the relevant columns of the T. A. bill should be filled up and signed by the claimant.
2. The original train ticket / Air ticket with boarding pass for onward journey and return journey is to be enclosed.
3. The waiting list train ticket booked through on line should be submitted along with seat no./ coach number.
4. The claim by taxi/own car taxi claim for the local journey submitted by the claimant (National) will be paid as per prescribed rule. In case of foreign claimant, the claim will be settled as per actual bill.
5. The air journey should be performed on the Air ticket from Air India, in Economy class. In case journey is performed by any other airlines, the approval for the same from Ministry of Civil Aviation in terms of office memorandum issued by Ministry of Finance, Department of Expenditure for reimbursement is necessary.
6. The entire claim should be supported by original bill/ receipts duly signed by claimant.
7. The duly approved tour report by the competent authority must be attached with the tour claim form without which the claim will not be entertained.
8. The claim must be settled within 15 days of the completion of the journey failing which interest will be charged as per rules.