



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA**  
**RESEARCH AND DEVELOPMENT**

**FORM R&D-26**

**TRAVELLING ALLOWANCE BILL (OFFICIAL VISIT, SEMINER & CONFERENCE ATTENDED WITHIN INDIA AND ABROAD)**

Name:  
Designation:  
Dept./Centre:  
Grade Pay:

Project No.:  
Project Name:  
Amount Available:  
Balance after reimbursement:

1. PARTICULARS OF JOURNEY (from Station to Station)						Mode of journey (Air/Train/ Steamer/Bus)	Fare (₹)	Distance Travelled (in km)	Ticket Nos./ Remarks
Departure			Arrival						
Station	Date	Time	Station	Date	Time				

2. PARTICULARS OF LOCAL CONVEYANCE USED			Mode of journey (Auto/Taxi/Car)	Fare (₹)	Remarks
DATE	FROM	TO			

**Please attach:**

- (a) Journey Tickets, where applicable.
- (b) In case of e-ticket (Air), Boarding Pass is mandatory.
- (c) Proof of payment in all cases.
- (d) Copy of Participation Certificate/Registration Badge in case of Seminar/ Conference etc.

3. PARTICULARS OF OTHER EXPENSES INCURRED (Please attach proof in all cases)					
Registration Fee	₹		Hotel/Lodging Charges	₹	
VISA Fee	₹		Food Charges	₹	
Insurance Premium	₹		Other Charges (if any)	₹	

4. PURPOSE OF JOURNEY

<b>Total amount claimed (in ₹)</b> (Please write "as per rules" if not sure)		<b>FOR OFFICE USE ONLY (FINANCE &amp; ACCOUNTS)</b>	
<b>Advance taken (in ₹)</b>		Railways/Air/Steamer/Bus Fare (in ₹)	
<b>Net amount claimed (in ₹)</b> (Please leave blank if all details are not filled)		Road Mileages (in ₹) i. @ ₹ .....P/KM for..... KMs	
<p>I do hereby certify that:</p> <ol style="list-style-type: none"> <li>There is sufficient balance in the Travel/ _____ head.</li> <li>There is clear provision of Registration/Visa Fee/ Hotel/Lodging Charges/Food/others in the sanction letter.</li> <li>The distances for road journeys shown in the bill are correct to the best of my knowledge,</li> <li>I have travelled in a class of accommodation not lower than the ones for which fares are claimed in this bill and to which I am entitled,</li> <li>The journeys were performed by the shortest routes,</li> <li>The claims for journeys mentioned in this bill have neither been preferred nor paid from any other sources.</li> <li>I <u>was</u> / <u>was not</u> treated as a guest of a Government / an Institution and <u>was</u> / <u>was not</u> allowed free boarding <u>and</u> / <u>or</u> lodging at the expenses of that Government/ the Institution visited,</li> <li>I <u>have</u> / <u>have not</u> availed any free transport of this Institute or anyone else for the journeys for which claims have been made.</li> <li>I have a special sanction order received from _____ on _____ vide no. _____ (copy enclosed).</li> </ol>		Local Conveyance (in ₹)	
		Food Charges (in ₹)	
		Accommodation Charges (in ₹)	
		Others (Registration./VISA/Insurance etc. in ₹)	
		<b>Total Admissible Amount (in ₹)</b>	
		<b>Less: Advance Paid to Claimant (in ₹)</b>	
		<b>Net Amount (Rupees ... .. )</b> ..... ..... ..... )	
<b>Date:</b>  (In case of Research Scholar/Project Staff, the form has to be countersigned by the PI)	<b>Signature of the Claimant</b>	<b>Prepared by</b>	<b>Checked by</b>
<b>Signature of the Recommending Authority</b>	Received ₹..... (Rupees ..... ) ..... <b>Signature of the Recipient with date</b>	<b>Sanctioned by</b>	<b>Forwarded by</b>  <b>Passed by</b>