

**OFFICE OF THE DIRECTOR OF RESEARCH AND CONSULTANCY  
BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR  
HOWRAH - 711109  
EXPENDITURE TO BE BOOKED UNDER THE PROJECT HEAD**

Univ. Project Code : DRC/        /        /        /        /

Token No..... Dt: .....
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Bill no: .....Date: .....

**TRAVELLING ALLOWANCE BILL**

Name & Designation	Department	Purpose of Journey	Pay Scale	Basic Pay

PARTICULARS OF JOURNEY						Air / Rail Road with mode	Class	Amount (Rs.)	Remarks
Departure			Arrival						
Station	Date	Time	Station	Date	Time				
<b>Reservation Charge</b>					<b>Days</b>	<b>Rate</b>			
<b>Daily Allowance</b>									
<b>Hotel/Guest House Charge</b>									
<b>D.A. Hotel Rate</b>									
<b>D.A. Guest House/ Ordinary Rate</b>									
Conveyance Charge:							Rs. ...		
Less: Amount of Advance (if any)							Total ...		
Rupees in words							Net Claim		
<b>CERTIFICATE:</b> I hereby declare that the charges entered in the bill are correct and have not been claimed previously and that each journey was undertaken for ..... and was authorized by ..... The modes of travel & expenses incurred according to regulation of the Institute. Further certified that the Institute's vehicles have not been used for which local traveling claimed									

\_\_\_\_\_  
Signature of the Project Investigator

\_\_\_\_\_  
Signature of the Touring Officer

Passed for payment Rs..... (Rupees.....)only

\_\_\_\_\_  
Signature of Director Research and Consultancy

Pay Rs. (Rupees.....)only

Drawn by :    Name of Payee:.  
                  Cheque no:.....  
                  Date:.....  
                  Amount : Rs.....