

**FORM STR 2.7**

**(See rule S.T.R. 4.38)**

**TRAVELLING EXPENSES CLAIM FORM**

Bill No. & Date : \_\_\_\_\_ Voucher No: \_\_\_\_\_

Establishment of \_\_\_\_\_ Voucher Date: \_\_\_\_\_

1. Treasury Code:

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2. D.D.O. Code:

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3. Major Head:

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4. Sub Major Head:

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5. Minor Head:

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6. Sub Head/ Scheme:

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7. Plan/ Non Plan (P/L):

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8. Voted/Charged(V/C):

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9. Demand No.:

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10 Object Code:

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(Space for Head A/C's Stamp)

**CERTIFICATES**

1. Verified the contents of this bill.

2. Certified that the amount being drawn in this bill is in accordance with T.A. rules as amended from time to time.

3. Certified that no amounts drawn previously more than 3 months old is lying undisbursed and the amounts drawn 1/2/3 months to this date are being refunded as per details given below:-

Name	Period	Amount	Drawn vide Vr.No.& Date

**APPROPRIATION**

Appropriation for year \_\_\_\_\_ to \_\_\_\_\_ Rs. \_\_\_\_\_

Deduct Expenditure (including this bill) Rs. \_\_\_\_\_

Balance Available Rs. \_\_\_\_\_

Passed for Rs. \_\_\_\_\_ (in words) Rupees \_\_\_\_\_

(Signature of Controlling Officer) \_\_\_\_\_

(Signature of DDO) \_\_\_\_\_

**(For use in Treasury Office)**

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

(Treasury Clerk) \_\_\_\_\_

(Ast) \_\_\_\_\_

(Treasury Officer) \_\_\_\_\_

**(For use in A.G. Office)**

Admitted for Rs. \_\_\_\_\_

Objected for Rs. \_\_\_\_\_

Reasons for objection \_\_\_\_\_

(Accounts Officer)



1. Month/Year \_\_\_\_\_ 3. Designation \_\_\_\_\_

2. Name \_\_\_\_\_ 5. Headquarter \_\_\_\_\_

4. Basic Pay \_\_\_\_\_

Departure Station	Date & Time	Arrival Station	Date & Time	Purpose of Journey	Mode & Class of travel	Actual fare Paid/ no. of fares	Local Travel			Transportation Hotel Ch
							Km.	Rate	amount	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) i.e. personal effects

Rs. \_\_\_\_\_

Conveyance charges Rs. \_\_\_\_\_

Miscellaneous (Specify) Rs. \_\_\_\_\_

( Signature of the Claimant)

Passed for Rs. \_\_\_\_\_

Less T.A./T.T.A. Adv. drawn vide

Treasury Voucher No. -----Rs. \_\_\_\_\_

Dated \_\_\_\_\_

Net Amount payable Rs. \_\_\_\_\_ Rs.(in words) \_\_\_\_\_

## **INSTRUCTIONS**

(Signature of D.D.O.)

1. Tour diary should invariably be attached with the claim.
1. In case of transfer claim, the details of members of the family with age alongwith details of personal effects be given.
2. The Receipts No. of Hotel and Carriage Charges bills be quoted against the relevant column.
3. Ticket Nos. should be quoted when journeys are performed in a class other than the ordinary class.