

FORM T.R.25

[See rule 277(i)]

Travelling Allowance Bill (Establishment)

Instruction for preparing Travelling Allowance Bills

Voucher No.	Of
List of payment	
For	20

1. Journeys of different kinds and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be entered on the same line and its amount carried out separately into the last money column.
2. Permanent travelling, conveyance and horse allowance should be drawn alone with the pay of the Government servant and not in Travelling Allowance Bills.
3. Fraction of a kilometer in the total of a bill for any one Journey for each person should not be charged for.
4. When the first item of a travelling allowance bill is a halt, the date of commencement of the halt should be stated in the "Remarks" column.
5. Journey performed beyond Pakistan should be indicated separately and the distance travelled should be stated in each case.

FOR USE IN AUDIT / TREASURY OFFICE

CLASSIFICATION

Major function _____ Admitted Rs. _____

Pay Rupees. _____)

Minor function _____ Objected to Rs. _____

Detailed function _____

OLD

Major object 50000 – Commodities and Services

Minor object 51000 – Transportation

Detailed object 51101 – Travelling Allowance

Government Servants

NEW

A03 – Operational Expenses

A038 – Travel and Transportation

A038 – Travelling Allowance

Reason for Objection

Assistant Accountant General.

Assistant Accounts Officer

District Accounts/treasury Officer.

Auditor / Superintendent.

Assistant Accountant General

Assistant Accounts Officer.

Travelling Allowance Bill of the Establishment of...

Name and Designation	Head Quarter	Actual Pay	Particulars of Journeys and Halts						Kind of Journey by rail (mail or Passenger) steamer, air Road or trolley	Railway steamer **air		Fare	Distance in Kilometers travelled by road or by trolley
			Departures			Arrival				Class	No of fares	Amount Rs. Ps	Bu taking a single seat in public conveyance
			Station	Date	Hr	Station	Date	Hr					
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Total

Station _____ Deduct undisbursed Travelling Allowance refunded as detailed on the reverse

Date _____ Net amount required for payment (in words)

* Travelling by road includes travelling by sea or river in a steamer launch or in any other vessel than a steamer and travelling by canal. (The particular kind should be specified)

** In case where steamer company has two rates of fares on inclusive and one exclusinve of diet, the word "fare" should be held to mean "fare exclusive of diet"

Contd..

..... for the month of 20

By engaging full public conveyance	For which daily allowance is admissible	No. of Days	Daily Allowance			Actual Expenses			Purpose of Journey	Total of each line		Remarks
			Rate	Amount		Particulars	Amount			Rs.	Ps	
				Rs.	Ps		Rs.	Ps				
15	16	17	18	19		20	21		22	23		24

@ Appropriation

For _____

Expenditure including

this bill _____

Balance

***Contents received
Head of office***

@ If there is a combined appropriation for travelling allowance of Government servants of Grades 16 & above and other Government servants of lower grade the combined appropriation and expenditure should be shown in the column.

FORM T.R. 25 Concl.

CERTIFICATE

- *1. Certified that I have satisfied myself that the amounts included in bills drawn 1month/2months/3months previous to this date with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servant therein named and their receipts taken in the office copy of the bill or in a separate acquaintance roll.
- **2. Also that the journey for which claim has been preferred under Supplementary Rule 77 for Government servants of Grades 1 – 15 were made by Public or hired conveyance under my orders.
- ***3. Also that it was necessary for the Government servants for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halt and that the expense incurred on this accounts was not less than the halting allowance drawn. (Supplementary Rules 91).

HEAD OF OFFICE

Details of travelling allowance refunded

Section Establishment	Name	Period	Amount		Section of establishment	Name	Period	Amount	
			Rs.	Ps				Rs.	Ps.

Passed for Rs. _____ (Rupees _____)

Dated _____ 20

Controlling Officer

*. One line to be used and the others scored out.
**. Clause 2 should be scored out when no claim is preferred under Supplementary Rule 77
***. Clause 3 when there is no claim under Supplementary Rule 91.