

INDIAN MARITIME UNIVERSITY

(A Central University, Govt.of India)

HEADQUARTERS

CLAIM FOR TRAVELLING ALLOWANCE & DAILY ALLOWANCE

01.	Name of the Officer / Staff							
02.	Designation							
03.	Place of Visit							
04.	Purpose of Visit							
05.	Sanction Reference (Enclose copy of Sanction Note)							
06.	Governed by							
07.	Grade Pay / Basic Pay of the Official							
DEPARTURE		ARRIVAL		MODE OF JOURNEY			ACTUAL EXPENSES	TICKET NO. & OTHER DETAILS
Station	Date & Time	Station	Date & Time	AIR/ Rail / Road	Class of Journey	No. of Fares & Kms.		
Nature of Expenses			Details					Amount
Accommodation								
Food /DA								
Local Transport								

Travelling Advance Taken	Amount	Vr.No.	Date
Travelling Advance Refunded	Amount	Rt.No.	Date
Expenses Claimed			

Signature of the Applicant

The Claim preferred by _____ **has been examined and**
admitted as per the details given below.

Claim	Submitted Rs.	Admitted Rs.
Accommodation		
Food / DA		
Local Transport		
Others		
Total		

Put up for approval please

Registrar

FO

DFO / DR(F&A)

Head of Section/School/Dept.