

MIZORAM COOPERATIVE APEX BANK LTD., _____ BRANCH

Travelling Allowance / Daily Allowance Bill of _____ for the month of _____

Name : _____ Grade / Designation : _____ Grade Pay : Rs. _____

Purpose : _____

Vide Tour Programme / Order / Notification No. _____

Date	Journey Place		Journey Hours		Activity / Performance	Mode of Journey (Air/Train/Road)	Allowances Claimed									Total		
	From	To	From	To			Travelling Allowance			Daily Allowance			Hotel/Room Rent					
							K.M.	Rate	Amount	Nos. of days	Rate	Amount	Nos. of days	Rate	Amount			
TOTAL AMOUNT CLAIMED																		
Less : Advance TA/DA Received																		
NET AMOUNT CLAIMED																		

(Rupees _____)

- Note :
- The amount of TA/DA Bill may be credited into my SB a/c no. _____ at _____ Branch.
 - _____

Approved for sanction:

Branch Manager

Signature : _____
 Name : _____
 Designation : _____