

**FORM T.R. 20**  
**TRAVELLING ALLOWANCE BILL**  
 (Government Servants of BPS-16 & above)

<b>DISTRICT HEADQUARTERS :</b>			NAME: DESIGNATION: PAY: <b>Rs.</b> BPS:			Classification :- <b>Travel &amp; Transportation</b> Major Object :- A0 3800- Transportation Minor Object :- A0 3805- Travelling Allowance Detailed Object :-							Month: _____ Voucher No. _____ of list of Payment for 2008-2009						
			PARTICULARS OF JOURNEYS AND HALTS						KIND OF JOURNEY i.e. BY RAIL, AIR, OR ROAD.		RAILWAY OR AIR JOURNEY FARE. CLASS NO. OF AMOUNT FARES			DISTANCE IN KILOMETERS TRAVEL BY ROAD. BY TAKIN BY ENGAGIN FOR WHICH SINGLE SEAT FULL CONV. DA IS ADMIS:			NO. OF DAYS FOR WHICH D.A. IS CLAIMED		ACTUAL EXPENSES UNIT AMOUNT
DEPARTURE			ARRIVAL																
STATION	DATE	HOUR	STATION	DATE	HOUR														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		

(See Rule 264)

**Accomodation charges**

Travelling expense

Conveyance charges @ Rs:5/= per Km

\_\_\_\_\_  
Signature of the Officer  
who travelled

Days for which S.D.A. is claimed @ [0 days]

Days for which O.D.A. is claimed @ [3 days]

**Total** \_\_\_\_\_

Deduct:-

**i) Permanent Travelling Allowance  
for \_\_\_\_\_ days.  
(Supplementary Rules 67 & 68)**

Appropriation for

Expenditure including this bill

**ii) T.A. Advance :** \_\_\_\_\_

**Net Claim** \_\_\_\_\_ Balance \_\_\_\_\_

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

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Controlling Officer**

**CERTIFICATE**

Certified that I was not on casual leave on any day, for which daily allowance has been claimed.

\_\_\_\_\_  
Signature of the Officer who travelled

1. Journeys of different kinds and journeys and halts should not be entered on the same line.

2. Permanent travelling, conveyance and horse allowance should be drawn alongwith the pay of the government servant and not in travelling allowance bills.

3. Fractions of a kilometer in the total of a bill for any one journey should not be claimed.

4. When the first item of a travelling allowance bill is a hald, the date of commencement of this hald should be stated in the "Remarks" Column.

5. A certificate of attendance given by the Court of authority should be attached to the bill, if travelling allowance is drawn under Supplementary Rule 154. (In case of journey by air, original ticket should be attached Distance covered:-

6. Journey performed beyond Pakistan should be indicated separately, and the distance travelled should be stated in each case.

7. A travelling allowance bill may, if desired, be enfacd for payment to a Banker or Agent and submitted for collection through such Banker or Agent, this will obviate the necessity of the Government servant's attendance in person or by messenger, as payment may then be made direct to the Banker or Agent.

CLASSIFICATION.

FOR USE IN AUDIT/TREASURY OFFICE.

Major Function. \_\_\_\_\_

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

Minor Function. \_\_\_\_\_

Objected to Rs. \_\_\_\_\_

Detailed Function. \_\_\_\_\_

Reason of objection \_\_\_\_\_

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

(Rupees. \_\_\_\_\_)

Assistant Accountant General

Assistant Accountant General

Auditor/Superintendent

Assistant Accounts Officer  
District Account/Treasury Officer

Assistant Accounts Officer  
District Account/Treasury Officer