

**Travel/LTC Reimbursement Claim Form**

Employee Code	Name	Designation	Department	Basic Pay	eTicket Number	Headquarter	Chargeable Head

**PARTICULARS OF JOURNEY**

S.N.	DEPARTURE			ARRIVAL			MODE OF CONVENIENCE	KM TRAVELLED IF JOURNEY BY MEANS OTHER THAN BUS/RAIL (A)			DAILY ALLOWANCE (B)			PURPOSE OF JOURNEY
	STATION	DATE	TIME	STATION	DATE	TIME		KM	RATE	AMOUNT	NO. OF DAYS	RATE	AMOUNT	
<b>Total</b>														
								₹.			₹.			

Advance taken, if any ₹. \_\_\_\_\_

Passed for Payment/Adjustment for ₹ \_\_\_\_\_

(In Words ₹. \_\_\_\_\_)

Grand Total (A+B) ₹. \_\_\_\_\_

**Journey & Local Expenses Verified**

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Signature of Verifying Authority)

\_\_\_\_\_  
CHECKED BY

\_\_\_\_\_  
AR (IAC)

\_\_\_\_\_  
FINANCE OFFICER

**APPROVED**

	Competent Authority for	
	Verifying Journey	Passing the Bill
For Deans, Head of Department/School/Centre & Registrar	Director	Dean, RPG
For Staff in Department/School/Centre/Unit	Head	Dean, RPG
For Deputy Registrar/Assistant Registrar	Registrar	Dean, RPG
For Teaching Assistant/JRF/SRF/Research Associates, TIFAC-CORE & DBT Staff	Head	Dean, R&SP
Dean, RPG	Director	Dean, R&SP

\_\_\_\_\_  
COMPETENT AUTHORITY  
(SEAL)

## Certificate for journey in Tour, Travelling Allowance etc.

I hereby declare that

- 1) Certified that no part of amount of this TA/DA has been or will be claimed from any other source.
- 2) Certified that the tour has been under taken by me strictly on Institute Business and under proper authority and that I travelled by the shortest eligible route.
- 3) Certified that the details of timing or arrival and departure, the fares and other expenses charged, the distance shown and other information indicated in the bill are complete and correct to the best of my knowledge and belief.
- 4) Certified that I actually travelled by the class for which TA has been claimed and is supported by actual ticket/ticket number.
- 5) Certified that between stations connected by Railway viz. from \_\_\_\_\_ to \_\_\_\_\_, I performed journey by road/rail and travelled in Institute Car/ Private Car/Own Car, took a single seat in taxi or Omni bus.
- 6) Certified that I was not absent or on casual leave or otherwise out of campus during the period for which TA/DA has been claimed.
- 7) Certified that I was provided/not provided with boarding and lodging during this tour by any other agency.
- 8) Certified that the journey was performed by Purchasing return tickets at reduced rates and the fares claimed are only those actually paid (if travelled by AIR).
- 9) A brief report of tour is given below / attached.

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**Note/Checklist:**

1. Please submit the bill within 15 days of the travel.
2. Please give a brief report of the visit and sign the certificate on the reverse side of this page.
3. Please attach all the applicable supporting documents (tickets, boarding pass, travel bills, boarding/lodging and original visit approval, etc.).
4. A scan copy of the original bill (converted to a single pdf after verification by the head) will be submitted to THAPAR ONLINE SUPPORT SYSTEM at <https://eticket.thapar.edu>.
5. After Creating the Online request (eTicket), send all the original bills/documents to the Finance Section through your Department/School/Centre/Section/Unit. No Xerox copy will be accepted. eTicket number should be mentioned on the Reimbursement form.

**Dated:** \_\_\_\_\_

**Signature of Employee:** \_\_\_\_\_