



GOA UNIVERSITY

VOUCHER NO. _____

Bill form for Travelling Allowance to Examiners / Papersetters

NOTE: Such of the paper setters and Examiners as are desirous of receiving the amount of this bill in cash are requested to hand it over duly filled in, in the Accounts Section before attending the meeting, so as to allow the section sufficient time to scrutinize the same and to keep the payment ready at the counter.

Name: _____

Examiner in the subject of _____ Examination _____

Date of Examination _____

Address : (Office) _____

(Res:) _____

Telephone No. Office : _____ Res. _____ Fax : _____

Basic Pay : _____

I am submitting my claim for travelling Allowance for visit towards

- (a) Setting the question papers
- (b) Conducting practical / Term work / Viva voce examination
- (c) Setting of marklists and
- (d) Final setting of the result by the Chairman / Senior Examiners _____

Date of visit from _____ to _____

| Sr. No | Departure | | | Arrival | | | Mode of travelling I class, AC II TR AC III TR, Taxi, own car, scooter auto rickshaw / bus / Steamer | Vehicle No. Ticket No. | Kms. | Fare Rs |
|--------|-----------|------|------|---------|------|------|---|---------------------------------|------|------------|
| | Station | Date | Time | Station | Date | Time | | | | |
| | | | | | | | | | | |

1) Daily allowance at ordinary rate for _____ days. Total Rs. _____

2) Daily allowance at special rate for _____ days Total Rs. _____

Note : For travelling by own car / taxi, unless prior approval before starting journey is obtained from the University the claim will not be accepted.

1. I hereby declare that no travelling, halting mileage allowance or any other expenses have been or will be claimed by me from any other source for a part or the whole of the journey for which the claim is made in the bill.
2. I hereby declare that I have actually travelled by Class I / by mail / Express / Passenger train by purchasing a single / season ticket.
3. I hereby declare that I have actually travelled by cabin ordinary upper-deck by steamer S.T. ordinary /express S.T. / private luxury bus owned / hired motor car / cycle scooter.
4. I hereby undertake to travel on my return journey by the same class for which the fare is claimed by me and paid by me. In case, I travel by any lower class on my return journey. I undertake to return/ refund the amount equal to the difference.
5. I hereby certify that the road distance mentioned in this bill and for which the mileage allowance has been claimed in this are correct to the best of my knowledge.
6. I hereby declare that the claim in respect of the above journey has not been preferred and received by me before.

Signature _____

Payment Received

Signature on revenue stamp



I certify that the examiner visited this place and attended to the assigned examination work.

.....
Signature of the Chairman/

Convener with name

(For use in the University office only)

ChequeNo. _____ Dt. _____

Passed for Rs. _____ Ps. _____

Rupees _____

Date: _____

Acct/HC/Supt

AR(Fin.)

Finance Officer

Registrar

Forwarded to Finance office for the needful

Controller of Examination

Note : The validity of the claims shall be subject to the provisions of SR 194 A- The right of a Government Servant for travelling allowance including daily allowance is forfeited or deemed to have been relinquished if the claim is not preferred within one year from the date on which it become due.