

Rupantarita Prakritik Gas Company Limited
(A Company of Petrobangla)

TRAVELING ALLOWANCE BILL

Head Office - Dhaka			Name:			Designation: Pay Tk.						Month							
Particulars of Journey or Halts			Railway Steamer Or Air Fare			Daily Allowance			Mileage by Road Trolley			Actual Expenses			Purpose of Journey	Remarks			
Departure	Arrival	Kind of Journey Rail (Mail or passenger) Steamer, Air Road or Trolley	Class	No.	Fare	Amount		Particulars	No. Of Days	Rate	Amount		Particulars	No. Of Days			Rate	Amount	
						Tk.	Ps.				Tk.	Ps.						Tk.	Ps.
								<u>D/A</u>										00	
							00					00						00	

Traveling by Road includes traveling by sea or river in steamer launch or any vessel or any other than a steamer and traveling by canal (The Particulars kind should be specified in the bill). In case where the steamer company has two rates of fare one inclusive and other one exclusive of diet. The word fare should be held to mean fare exclusive of diet.

Railway, Bus Aero plane of Steamer fare TK. =

Road Mileage

.....Miles @ TK.....TK. =

.....Miles @ TK.....TK.

.....Miles @ TK.....TK.

Days for which daily allowance claimed

.....days @TK..... ..per day: TK. =

.....days @TK..... ..per day: TK.

.....days @TK..... ..per day: TK.

Actual Expenses TK. =

Gross claim TK. =

Passed for Tk. Six Thousand Two Hundred Forty only.

Amount payable as per this bill TK

Amount of advance taken as

per PCV no.....date.....Tk.

Balance payable/Refundable Tk.

Date

Checked by

Passed by

Approved by

1. Certified that traveled the class to which I have traveled according to the existing rules and regulations of Petrobangla.
2. Certified that statements in respect of T.A claim made by me in this bill to the best of my knowledge ate correct.

Signature of the official who traveled

Journey Certified

Head of the Dept./Division