

PUNJAB ENGINEERING COLLEGE, CHANDIGARH

(DEEMED TO BE UNIVERSITY),

TRAVEL EXPENSES STATEMENT

Voucher No. _____

Date _____

1. Name and Designation : _____
2. Office Address : _____
3. Basic Pay : Rs. _____
4. PAN Card No. : _____
5. Car/Taxi No. : _____ (Own/Hired)
6. E-mail ID : _____ Mobile No. _____

Name & Address of the Bank	IFSC Code	Bank A/c No.

7. Onward Journey Details

Place & Date from Dep- Time	Place & date to Arr.-Time	Distance Travelled	Model of Conveyance	Actual Fare Paid	Remarks

8. Return Journey

Place & Date from Dep- Time	Place & date to Arr.-Time	Distance Travelled	Model of Conveyance	Actual Fare Paid	Remarks

9. Honorarium/Sitting Fee @ Rs. _____ for _____ days/hrs.

Less TDS _____ % _____ Rs. _____

10. DA for _____ days at Rs. _____ per day. Rs. _____

11. Incidental Charges Rs. _____

12. Flat Rate Rs. _____

13. Other Charges / Mileage Allowance Rs. _____

TOTAL RS. _____

- Certified that the journey was performed under the orders of appropriate authority.
- Certified that the travel has been actually made and referred actual fare paid by me.
- Certified that the claim has not been referred and paid in the past.
- Certified that the no concessional fare was availed of for the journey and the claim made above is the actual amount paid for the purpose.
- Certified that the journey was made by own/hired car no. _____ amount claimed above paid/allowance availed.
- Certified that I will perform the return journey as mentioned above.

Signature of Claimant

Dated :

Approved by

Departmental Head/Coordinator

