Annexure-26

ANNAMALAI UNIVERSITY

Basic pay Rs……. Account No……

Travelling Allowance bill of Mr./Ms./Dr……. (In case of Employees)

Department: **Faculty:**

PIN:

To class…….. Road/Railway Journey	Date of journey	Number of K.M travelled	From	To	Rs	P
To…….day daily allowance of Rs…….……for each day necessarily spent at the destination for Project work certified below. No halting allowance will be paid in respect of journeys of under 12 k.m. This payment is made subject to audit by the Director of Local Fund Audit, Chennai						
Date	Nature of Business					
				Total Rs.		
				Deduction Due to..		
				Net..		

Rupees (in words)……E.E received payment station

Address …….

……..

……

Date…… Signature

Countersigned and certified that the days for the halting and detention allowance is claimed were necessarily spent at destination for the conduct of Project work and that claim may be paid.

Signature----------

Designation……..

Passed for Rs…… (in words) Rupees ……

Pay Rs…….(In words) Rupees…… ……. By cheque / Cash and adjust Rs…….(In words) Rupees ……..…….

Clerk Supdt. Sr.Supdt. D.O F.O Registrar

RECEIPT

Received from the Registrar, Annamalai University, Annamalainagar

the sum of Rs…… Rupees …… …….. in Cash / by Cheque No …… ..on……subject to audit.

Signature

One Rupee Revenue stamp