PUNJAB BOARD OF TECHNICAL EDUCATION, LAHORE

TRAVELLING ALLOWANCE BILL

Name _____ *Designation* _____ *Head Quarter/Duty Original Place* _____ *Purpose of Journey* _____

Basic Pay on Date of Journey _____ *BPS* _____ *Duty as* _____ *Vide office order #* _____

Departure			Arrival			Mode of Journey					Daily Allowance				Remarks
Station	Date	Hours	Station	Date	Hours	By Train	By Bus	By Car	KM	Amount	No. of Days	Amount	Total	Grand Total	
															Received Payment
															Signature _____
															Identify/Code # _____
															Address _____
															Account # _____
															Bank Name _____
															Bank Branch Code # _____
															Address _____
															Vehicle # _____
															Borrowed Car # _____
G R A N D T O T A L															Personal Car # _____

FOR OFFICE USE ONLY

CERTIFICATE

NTN #. _____

NIC #. _____

Revenue Stamp

I Hereby certify that:-

i.) *The class of entitlement actually traveled by me has been charged*

ii.) *No. Travelling allowance for a part or whole journey in respect of this bill has charge by me from any other source*

iii.) *The journey was performed* ☐ *by Road* ☐ *by Rail* ☐ *by Air*

Mr./Mrs./Miss _____ *on the date of was*

Rs. _____ ***Grade*** _____

Signature Head of Department/Institute

Name. _____

Stamp. _____

Signature of Officer / Official Who Travelled

Verified by Concerned Branch

Verified that the Particulars mentioned in this bill are correct

Verified by _____

Superintendent _____

ACE/AS _____

DCE/DS _____

CE/Secretary _____

Chairman _____

Accounts Section

Does Budget exist: ☐ *Yes* ☐ *No*

Register Page # _____ *Sr. #* _____

Budget Head _____

Checked & Found in order Rs. _____

Assistant ***Superintendent*** ***ASF/AO***

Sanction of Drawing & Disbursing officer/Authority

DS ***Secretary*** ***Chairman***

Audit Section

Checked & Admitted for Rs. _____

_____

_____

Audit Asstt./Supdt. ***Audit Officer***

Cheque Section

Cheque/Invoice # _____

Date _____

Paid Rs. _____

Cheque Writer _____