



SHRI GOVIND GURU UNIVERSITY

GADUKPUR, GODHRA, PANCHMAHALS - 389001

Bill FOR REIMBURSEMENT OF TA & DA

SGGU/

Date: _____

Name : _____ Mo. No. _____

Designation: _____ Present Basic Pay Rs. : _____

Name of Intuition & Address : _____

Purpose of Journey : _____

Date of Journey	From	Time of Departure	To	Time of Arrival	Distance in K.M.	Mode of Journey	Fair Paid	Remark

Total Rs.(A)

D.A. : (If Applicable)	No. of Day	Rate/Day	Total Rs.
	Total Rs.(B)		

Honorarium:(Of Prior Approval is taken & Applicable)	No. of Day	Rate/Day	Total Rs.
	Total Rs.(C)		

Accommodation : (If Applicable)	No. of Day	Rate/Day	Total Rs.
	Total Rs.(D)		

Gross Total(A+B+C+D)

CERTIFICATE

(i) I have travelled by Railway Bus Air Own Car Other _____ With Ticket/Boarding Pass/Vehicle No. _____ Petrol Diesel CNG

(ii) I have not claimed the total or the part of this TA bill from any other Institution/ sources.

I HEREBY DECLARE THAT THE FACT / DETAILS PROVIDED ABOVE BY ME ARE TRUE & CORRECT

Signature : _____

Passed for payment Total Rs. _____ (Rupees in words _____ only)

Journey mentioned above is essential to conduct duties at **Shri Govind Guru University**.

Dealing Person

H.O.D/O.S.D

C.A.O

I.A

Registrar

RECEIPT

Received a sum of Rs. _____ Rupees _____, as Travelling / Other Allowances.

Bank Name : _____ Branch & Code _____

A/C No.(Full Digits) : _____ IFSC Code : _____

Receiver's Signature