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OFFICE OF ACADEMIC AFFAIRS

F. No. IIITDM/Acad/Fin-Support-Student-Conference/10/22

Date:

PROFORMA FOR TRAVELLING AND DEARNESS ALLOWANCE CLAIM

Name		Roll No	
Programme			
Purpose of Journey			

1. Journey details (Air/Train/Bus)

Mode	Departure			Arrival			Amount in Rs.
	Date	Time	Place	Date	Time	Place	
Total							

2. Road Mileage (Taxi/Auto/Bus)

Mode	Date	Time	From	To	Distance	Amount
Total						

3. Registration/Poster charges paid

Receipt No.	Date	Amount

4. Accommodation/Food charges

Stay period (No of days)	Bill No./Date	Amount

5. Total Amount Claimed: Rs. _____

Advance drawn : Rs. _____

Balance : Rs. _____

Certificate

Certified that the tour has been performed as per the approval and the information furnished is true and correct.
The Participation Certificate is enclosed / not enclosed.

Signature of Student/Scholar with date

Recommendation by the Guide

Certification by Library:

(Certified that a copy of research paper is submitted at library)

OFFICE USE

The Tour claim verified with tour approval and forwarded to Accounts section for Payment

JR (Academics)

Claim	Amount Rs.
1. Journey (Air fare / Train fare)	
2. Hotel Rent	
3. Road mileage (local Travel)	
4. Registration / Poster Fees	
5. Daily Allowance	
6. Per diem	
Total	
Less : Advance Paid (Advance No _____ adjusted)	
Net Payable	

TA/DA bill for payment of Rs.

AR (Accounts)

IAO

Registrar