



Tour Bill (after completion of official tour)

Date:

1. Name of the Employee :
2. Name of College / HO Dept. :
3. Designation :
4. Department :
5. Period & Date(s) of the tour:
6. Places visited :
7. Purpose of Visit :
8. Competent Authority who approves the Tour :

(Attached Tour Approval and Approved Budget along with this Form)

Journey details:

Date	Mode of Journey	From	To	Fare (including service Charges) in Rs	[Arranged by office / self]
Total (A)					

Boarding & Lodging Expenses:

Place	From	To	Amount (Rs)	Remarks (Bill Enclosed)
Total (B)				

Local Conveyance:

Date	Place	Mode of Transport	From	To	KM (approx)	Amount (Rs.)
Total (C)						

**Refreshment:**

Date	Particulars	Amount (Rs.)	Bills attached Y / N	Remarks
Total (D)				

Miscellaneous Expenses:

Date	Particulars	Amount (Rs.)	Bills attached Y / N	Remarks
Total (E)				

Sl. No.	Total Expenditure	Amount (Rs.)
1	Journey details (A)	
2	Boarding & Lodging Expenses (B)	
3	Local Conveyance (C)	
4	Refreshment (D)	
5	Miscellaneous Expenses (E)	
6	Grand Total (F)	

Total Expenditure :

Advance Received and Date:

Amount Receivable/Refundable:

N.B.: The excess amount of advance after expenditure to be refunded to office immediately.

Submitted for reimbursement towards payment of Rs.: _____

Enclo:

Date: _____ **(Signature)**

Recommended for Rs.

Forwarded / Recommended by Head of Dept.:

[FOR OFFICE USE ONLY]

Sanctioned/Approved for Rs. _____

Sanctioned/Approved by _____ **(Name)** _____ **(Designation)** _____ **(Signature)**