MAHAAGAR TELEPHONE NIGAM LIMITED
TRAVELLING ALLOWANCES VR

Name						**Designati**				**Basic Pay**	
PARTICULARS OF JOURNEY									DA	Purpose	ABSTRACT
Departure		Arrival									
Station	Time & Date	Station	Time & Date	Journey by Road/Rail /Air	Class	Rate/K.M.	No. of fare(s) Kms	Total Fare Rs. P.			Rs.
											1 Fare by Rail
											2 Fare by Air
											3 Fare by Road
											4 Air Port Tax
											5 Daily Allowance ___days@_____p.day
											6 Actual exp. on conveyance (Vide statement Attached)
											7 Transfer Grant
											8 Luggage
											TOTAL
											Less: Advance,if any
											Balance: Recoverable/ Payable
											Signature & Designation
											Date_____
							TOTAL				