CENTRAL ELECTRONICS LIMITED

STATEMENT OF LOCAL TRIPS

(Annexure of T A Bill for tour from ..... to .....)

Sl. No.	Date	Journey Particulars			Mode of Journey Taxi Auto Bus etc.	Actual Expenditure incurred	Luggage/ Porter Charges
		From	To	Distance			

Certified that above expenditure were actually incurred by me in the performance of outdoor duties and when no other official transport was available.

Certified that coolie and porterage charges, if any, claimed above have actually been incurred and was only for carrying official luggage.

Certified that higher type of conveyance was engaged only for the purpose of carrying instruments/heavy official luggage with could not be accomodated in the type of conveyance to which I am entitled to

Signature .....

Name .....

Designation .....

Div/Sec .....

Emp. Code No.....

Dated.....

Head of Division.....

(Counter signed)

Note: 1. All columns should be filled in properly.

2. In addition to mention of Residence office etc, the location should be indicated.
3. If the travel was performed alongwith other employees of the corporation, the fact should be mentioned in the remarks column and only the proportionate expenses, if any borne by the employee should be claimed.
4. Claim for extra luggage is to be supported by vouchers.