

Subject: Claim of travelling expenses on transfer.

Note:	1. Information in respect of all columns is compulsory for processing of application.
	2. Distance between the two stations may be worked out from the time table of train / roadways
	3. * Strikeout whichever is not applicable.

1.	Emp.code No.		2.	Name of the employee					
3.	Designation		4.	Status	* Regular / Probation / Deputationists / Ad hoc / Contract				
5.	Details of Office order of transfer			Office order no. _____ date _____					
6.	Transferred from	a)	Name of Project						
		b)	Station						
7.	Transferred to	a)	Name of Project						
		b)	Station						
8.	Distance between the two stations (s.no. 6(b) & 7(b))			_____ Kms.					
A. Self									
9.	Entitled Mode / class of travelling	Mode / class travelled	Figures in Rupees			Ticket details / PNR No.			
			Entitled Amount (Ref col. (a))	Actual amount spent	Amount claimed (least of col. (c) & (d))				
	(a)	(b)	(c)	(d)	(e)	(f)			
B. Family members									
10.	Travelling details	(a)	Station from - Originating						
		(b)	Station to - Destination						
		(c)	Distance between the two stations		_____ kms.				
11.	Entitlement	(a)	Distance (least of s.no.8 & 10(c))						
		(b)	Train fare (with ref. to s.no.11(a))						
12.	Details of family members for whom claim is made -								
S. No	Name of dependent member	Relation-ship with the employee	Age	Entitled Mode / class of travelling	Mode / class travelled	Figures in Rupees			Ticket details / PNR No.
						Entitled Amount (Ref col.(e))	Actual amount spent	Amount claimed \$	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
\$ Entitled amount is least of s.no.12(g) and col. 12 (h) for full fare ticket. This is further subject to limits for half tickets on children and concession for sr. citizen allowed for travelling in train & other concessions, if any.									
Total								Rs.	
13.	Gross amount claimed (Total of sno. 9(e) and 12(i))							Rs.	
14.	Advance, if any							Rs.	
15.	Net claimed / Refund							Rs.	

Encls: Photocopy of tickets.

Signature of the employee _____

Project / Functional Head

FOR USE IN ACCOUNTS

The above information has been checked / scrutinized. Employee is eligible for Reimbursement of travelling expenses on transfer – Rs. _____.
 Competent Authority for Approval is _____ (Ref. Item No. _____ of SOP).
 Submitted for approval please.

Dealing Official

Finance Head