NATIONAL LAW UNIVERSITY AND JUDICIAL ACADEMY, ASSAM

HAJO ROAD, AMINGAON, GUWAHATI – 781031, ASSAM (INDIA)

TA CLAIM FORM

NAME..... ..... DESIGNATION ..... DEPARTMENT/UNIVERSITY NLUJAA.....

BASIC PAY Rs. PURPOSE OF VISIT BILL REGISTER NO .....

DETAILS OF THE JOURNEY

DEPARTURES			ARRIVALS			MODE OF TRAVEL	TOTAL KMS	FARE PAID PER KM	AMOUNT	DEARNESS ALLOWANCE	NO. OF DAYS	HOTEL CHARGES	LOCAL TAXI CHARGES	TOTAL AMOUNT (IN RUPEES))
STATION	DATE	TIME	STATION	DATE	TIME									
										TOTAL AMOUNT				
										GRAND TOTAL				
						TOTAL AMOUNT				AMOUNT IN WORDS (RUPEES				

DECLARATION

I, DO HEREBY DECLARE THAT THE DETAILS OF THE JOURNEY GIVEN IN THE T.A. BILL ARE CORRECT AND I HAVE NOT CLAIMED T.A. FOR THIS JOURNEY FROM ANY OTHER SOURCE

✓

SIGNATURE OF THE CLAIMANT

FOR OFFICE USE

BUDGET.....

Rs.....

.....

CHEQUE NO..... DATE.....

COUNTERSIGNED
REGISTRAR NLUJAA

.....

.....

✳ Journey by taxi without bill

Certified that I had travel by taxi

From	To	KMS
	Total KMS	

✓

Signature

PARTICULARS OF THE CLAIMANT

OFFICE ADDRESS RESIDENTIAL ADDRESS

....

....

....

RECEIVED AMOUNT.....

✓

SIGNATURE OF THE CLAIMMANT

✓

REVENUE STAMP