

**INDIAN INSTITUTE OF ENGINEERING SCIENCE & TECHNOLOGY, SHIBPUR; HOWRAH -711103  
TRAVELLING EXPENSES CLAIM UNDER "CPDA"**

Name, Designation & Department	Block Year	Grade Pay (Rs.)	Purpose of Journey
	20.....-20.....		

**1. TRAVELLING DETAILS (Air / Train / Road at India & Abroad) - Air fare is admissible only by Air-India (Economic Class)**

Departure			Arrival			Mode of Journey <small>Train/Bus/Air/Taxi</small>	Distance (Kms)	Fare (Rs.)	Remarks (Ticket No.)
Station	Date	Time	Station	Date	Time				

2. Visa fee, if applicable	
3. Medical/Travel Insurance, if applicable	
4. Local travel	
5. Lodging & food charges (as per actual according to government rules).	
6. Per diem allowance / Overseas allowance @ Rs. .... X ..... Day(s)	
TOTAL:	
Less: Amount of Advance (if any)	
<b>Net Claim (Rs.)</b>	

Sanctioned amount (Rs) : \_\_\_\_\_  
 Amount already claimed : \_\_\_\_\_  
 Net CPDA available : \_\_\_\_\_

\_\_\_\_\_  
 Signature of the Touring Officer  
 Contact No. \_\_\_\_\_

\_\_\_\_\_  
 Signature with date & seal of the  
 Head of the Department/Office

**FOR OFFICE USE (ACCOUNTS SECTION)**

Allotment Head : \_\_\_\_\_ Token No.: \_\_\_\_\_  
 Expenditure Head : \_\_\_\_\_ Date : \_\_\_\_\_

Amount checked & verified and found correct Rs. ....  
 (Rupees .....) may be paid.

\_\_\_\_\_  
 Dealing Asstt. (Accounts)

\_\_\_\_\_  
 Signature of the Accounts officer

\_\_\_\_\_  
 Signature of the Finance Officer

**Note:**

- 1) If travelled by Air, boarding pass must be enclosed.
- 2) Enclose Tour-Diary duly approved by the appropriate authority.
- 3) Details to be furnished with necessary documents for Local Travel.
- 4) Office Order/each voucher/Bill/participation certificate is required to be signed with date.
- 5) Submit the claim in Indian currency as applicable on the date of incurring expenditure in foreign currency.