Saurashtra University
RAJKOT

Budget Head
Examination Expns.

Name ____________________________
Examination _____________________
Faculty __________________________
Month ___________________________
Year _____________________________

To the amount due me being the cost of travelling & halting allowances as under:
Meaeting for: (1) Paper - setting (2) Central Assessment
(3) Conducting Practical Examination (4) Observe
(5) Spl. meeting for __________________________

Subject __________________________
Name of College ____________________
Centres ___________________________

Actual Date of Examination / Meeting

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>STATION From</th>
<th>STATION To</th>
<th>K.M.</th>
<th>Travelled by</th>
<th>Ticket</th>
<th>Taxi/Car No.</th>
<th>Amount Rs.</th>
<th>Ps.</th>
</tr>
</thead>
</table>

Halting allowance for: ___________________________ day @ Rs. __________________________ per day

GRAND TOTAL

1. I hereby declare that I have actually travelled by the route for which amount is claimed above, if I do not perform my return journey as claimed above I will refund the excess amount claimed.
2. I hereby certify that the above information is true and correct and also certify that I have not claimed for this particular journey from any other source.
3. I hereby certify that I have travelled by:
   * Certified that the meeting was actually held as shown above and the member is entitled for this Bill.
   * Payment has not been made from this college.

Signature of Principal / Co-ordinator ____________________________
with stamp ____________________________

FOR OFFICE USE ONLY

Passed for payment of Rs. ____________________________

Revenue Stamp ____________________________

Received Cash/Cheque ____________________________

Section Controller of Examinations
Dy. Accountant. ____________________________
Auditor ____________________________
Chief Account Officer ____________________________
Registrar ____________________________

Read the overleaf instruction carefully before filling in this form. (P.T.O.)
INSTRUCTIONS RELATING TO TRAVELLING & HALTING ALLOWANCE TO
PAPERSSETTERS, EXAMINERS, CHAIRMAN AND MODERATORS.

1. TRAVEL BY AIR, TAXI CAR AND RAILWAY FIRST A/C CLASS IS NOT
PERMISSABLE.

2. When travel by Railway 2 tire / 3 tire A/C class, A/C chair car, A/C Volvo Luxury Bus he/she will have to produce the Railway / bus Money Receipt alongwith T. A. Bill and quote the PNR No. and Train Name.

3. In all cases, travelling allowance is calculated according to the journey by the shortest possible route.

4. In all cases, travelling allowance is calculated from the registered address of the person to the actually place of duty.

5. When journey is performed by any other mode of transport other than Railway / Luxury Bus, Ordinary bus fare will be paid without being required to produce any receipt or number thereof, the declaration by the person concerned will be considered sufficient.

6. If travel by OWN CAR T. A. will be paid limited to Railway 3 tire A/C class, Car number, Petrol / Diesel Car must be quoted in the T. A. Bill, and Road toll tax receipt must be attached with T.A. Bill.

7. Examiners, Paper-setters, Chairman and Moderators will be entitled for halting allowance as per University Rules.

8. In case of doubt or dispute the decision of the Vice-Chancellor shall be final.

9. In no case supplementary claims will be allowed.

When more than three Examiners travel together in Taxi, Taxi Driver Receipt as well as Road Toll tax receipt must be attached with T.A. Bill.