**H.P.T.R. 7**

**TRAVELLING EXPENSES CLAIM FORM**

1. Establishment: ___________________________ Month: ________ 200__
2. Name & Designation: _______________________________________________
3. Basic Pay: ___________________ Head Qrs. ___________________________
4. Purpose of Journey:____________________________________________________

<table>
<thead>
<tr>
<th><strong>DEPARTURE</strong></th>
<th><strong>ARRIVAL</strong></th>
<th><strong>DAILY ALLOWANCE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Station</td>
<td>Date &amp; Hour</td>
<td>Station</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**GRAND TOTAL**

(DETAILS OF THE CLAIM)
1. Total of Column no. 12 (B.F) Rs.: ________________________________
2. Terminal Transportation Charges Rs.: ________________________________
3. Local Transportation Allowance    Rs.: __________________________________
4. Transfer Grant                                 Rs. : _________________________________
5. Personal Effects
   Wt.: ________________Rate: _____________________Amount Rs.:_________
6. Conveyence Charges                      Rs.:_________________________________
7. Miscellaneous (Specify)___________________Rs.:______________________
8. GROSS AMOUNT                              Rs.:_________________________________
9. Less Advance of TA/TTA drawn vide
   T/V No.________________________Dt.______________________Rs.__________________
10. NET AMOUNT PAYABLE     Rs.___________________________________

(Signature of Claiment)

Passed for Rs.___________________(Rupees) ______________________________________
(Signature of Controlling Officer)                                                                 (Signature of D.D.O.)

(TO BE USED IN AUDIT OFFICE)

Admitted for Rs.: ______________________________________
Objected to Rs.: _______________________________________
Reason for Objection: ______________________________________
(Accounts Officer)

INSTRUCTIONS
1. Tour Diary should invariably be attached with the claim.
2. In case of Transfer claim, the details of members of the family with age along with details of personal effects be given.
3. The Receipt Nos. of Hotel and carriage charges bills be quoted against the relevant Column.
4. Ticket Nos. should be quoted, when journeys are performed in a class higher than the ordinary class.