



FORM M.P.C.T. 29

[See Subsidiary Rule 274]

Not payable at the Treasury

Travelling Allowance Journal for Public Works

Department Establishment

Instructions for preparing Travelling Allowance Bills

1. Journeys on different kinds and journeys and halts should not be entered on the same line. Only one kind of allowance would, therefore, be filled in on the same line and its amount carried on separately into the last money column.
2. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government Servant and not in travelling allowance bills.
3. Fractions of a mile in the total of a bill for any one journey for each person should not be charged for.
4. When the first item or a travelling allowance bill is a halt, the date of commencement of that halt should be stated in the "Remarks" column.
5. Number of miles traveled should be entered in all cases of Journeys by road or by boat.
6. Hours of journey should be mentioned only-
 - (i) When for an absence from headquarters of not more than two consecutive days daily allowance is claimed for two days.
 - (ii) When mileage or actual expenses in lieu thereof are claimed.
 - (iii) When both railway or steamer fare and daily allowances are claimed in respect of a journey by rail or steamer immediately preceded or followed by a journey by a road or by a halt.



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[See Subsidiary Rule 274]

(For Public Works Establishment)

Not payable at the Treasury

Form the Travelling Allowance Journal of..... for the Month of.....

Name and Designation	Headquarters	Actual Pay	Particulars of Journeys and Helts						Purpose of Journey	Kinds Jo of urney, i.e. by road, boat, rail (mail of ordinary or air	Mileage by road or boat or actual expenses				Allowances claimed					Total of each line	Remarks			
			Departure			Arrival					Means of Conveyance used	Actual fare paid	No. of Kilo metres	Rate	Amount	Daily allowances		Railways fare						
			Station	Date	Hour	Station	Date	Hour								No of days	Rate	Amount	Class in which actually traveled			No of fares	Amount	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	

Passed for Rs..... (In words Rs.....)

Station.....
Date20.....

(Signature).....
Controlling Officer

Details of Actual Expenses.