

**SIKKIM UNIVERSITY**  
**T/DA CLAIM FORM**



**Personal and Official Details:**

1. Name & Designation: \_\_\_\_\_
2. Address : \_\_\_\_\_
3. Basic Pay : \_\_\_\_\_ 4. Place of Work: \_\_\_\_\_
5. Purpose of visit : \_\_\_\_\_

**Travel Details:**

Sl.	Nature of Claim	Bill No./ Any other details	Date of Journey	Amount
1	Air Fare/ Train Fare (onward) * From: _____ To: _____			
2	Air Fare/ Train Fare (return) # From: _____ To: _____			
3	Road Journey (onward) From: _____ To: _____			
4	Road Journey (return) From: _____ To: _____			
5	Honorarium/ Fees / Sitting Charges			
6	Accommodation Charges (if applicable)			
7	Any Other (Please Specify) _____ To: _____			
	<b>Total</b>			

\* Original ticket & Boarding pass to be furnished)

# Copy of the ticket to be furnished)

**Certified that:**

- a) No travelling allowance from any public/ semi-public authority has been claimed by me in respect of part or whole of the journey.
- b) I have actually incurred the expenditure mentioned above.
- c) I have been provided/ have not been provided accommodation by Sikkim University for which I have/ have not made payment.

**Payment approved by:**

Name & Signature \_\_\_\_\_

Designation \_\_\_\_\_

**Claimant's Signature**

**Acknowledgement Receipt**

Received ` \_\_\_\_\_ (Rupees \_\_\_\_\_)  
from Sikkim University, Gangtok, Sikkim in Cash/ Cheque No. \_\_\_\_\_ dt: \_\_\_\_\_  
for settlement of my above claim in full.

Date: \_\_\_\_\_

**Name of the Receiver**

**Signature of the Receiver**