**BENGALURU CITY UNIVERSITY**

**MEMO OF TRAVELLING CHARGES**

|  |  |  |
| --- | --- | --- |
| 1. | Name | Sri. MANJUNATH |
| Basic Pay |  |
| Addl. Basic Pay |  |
| 2. | Designation and Address | Programme Officer, NSS  Nehru College, Yelahanka, Bengaluru. |
| 3. | For What Month | August – 2020 |
| 4. | Purpose of Journey | Attend the NSS Programme Officer’s Meeting |
| 5. | Place Where payment is required | Bengaluru |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Place of Journey | | | | Amount Claimed | | | | |
| From | Hours | To | Hours | Train / Bus | Incidental  D.A | Mileage | Halting  Allowance | Total |
| 01-08-20 | Yelahanka | 08-30  AM | Majestic | 09-30  AM | Bus | - | - | - | 44=00 |
| 01-08-20 | Majestic | 05-00  PM | Yelahanka | 06-00  PM | Bus | - | - | - | 44=00 |
| Auto charges from College to Bus Stand and back  Rs.15 X 2 side | | | | | | | | | 30=00 |
| Auto charges from Majestic Bus Stand to BCU NSS Office  and back Rs.25 X 2 side | | | | | | | | | 50=00 |
| Grand Total  ( Rupees One hundred and Sixty Eight Only ) | | | | | | | | | 168=00 |

1. Certified that I travelled in first / Second class, by rail on this journey.
2. Certified that no T.A / D.A have been claimed from any other source for the journey or days of halt Contained in this bill.

      Contents Received

Place: Bengaluru

SIGNATURE

DATE: 19-08-2015 Receipt Stamp and Signature

### CERTIFICATE

1. Certified that the Amount of Rs. 168=00 has been accepted and paid to the above Programme Officer, NSS to attending the NSS Officers Meeting.
2. Certified that the on that day Programme officer attendance certificate zerox copy is enclosed in this bill.

Signature of the NSS Programme Officer Signature of the Principal

                     With seal with seal