Bangladesh Oil, Gas & Mineral Corporation (Petrobangla) PETROCENTRE

3, Kawran Bazar, Dhaka-1215, Bangladesh.

TRAVEL	LING ORI	Date DER
Name —		
Designation —		
Pay ————————————————————————————————————		
From Station —	T _	04-11
Date of departure		
Date of Expected Return to Hd. Qrs		
Duration of expected Halt	16	
Purpose of journey :-		
Mode of iourney.		
Mode of journey :-		
Calculation of Actual Expenses	_:	
(a) Train/Steamer/Air fare (Return)	:	
(b) Road Mileage		
(c) Daily allowance/Actual expense	*	
in lieu of D. A.	:	
75% of the above :- Tk. =		
Prepared by :		
Trepared by .		
Accountant :		
Division		Signature of Controlling Officer
		Designation
Date of Departure of return journey		
(1) To Mr		
(2) Office Order File.		
(3) Accounts Section (To be attached with T.	A. Bill).	

BANGLADESH OIL, GAS & MINERAL CORPORATION

TRAVELLING ALLOWANCE BILL

НЕАГ	NAME							DESIGNATION PAY TK.					P.M.					MONTH				
Particulars of Journey or Halts Kind of		Railway /Steamer or Air Fare					Da	Daily Allowance				Mileage by Road Trolly				Actual Expenses		;				
Departure	journey Rail (mail or Passenger),	Class	ass No. Fare Amount		No. Particulars of		Rate	Amount		Particulars	No. of	Rate	Amount		- Particulars	Amount		Purpose of	Remarks			
		Steamer, Air, Road or Trolly				Tk.	Ps.		days		Tk.	Ps.	. da	days	ays	Tk.	Ps.		Tk.	Ps.	Journey	

Traveling by Road includes traveling by sea or river in steam launch or any vessel other than a steamer and travelling by canal (The particular kind should be specified in the bill). In case where the steamer company has two rates of fare one inclusive and other one exclusive of diet. The word "fare" should be held to mean fare exclusive of diet.

Railway, Aeroplane or Steamer fare								
Road Mileage.								
Miles	@	Tk.		7	Γk.			
Miles	@	Tk.		7	Γk.			
Miles	@	Tk.]	Γk.			
Days for which daily allowance claim								
Days	@	Tk.	Per day:	Tk.				
Days	@	Tk.	Per day:	Tk.				
Days	@	Tk.	Per day:	Tk.				
Actual expenses			Gross Claim:	Tk.				
PASSSED FOR TK.								—
Amount Payable as per this Bill: Amount of Advance taken as			Tk.					
Per P.C. V. No dt dt			Tk.					
Balance payable/Refundable :-			Tk.					
Date								
Checked by		P	Passed by			I	Approved	

- 1. Certified that I travelled the class to Which I am entitled according to the exising rules and regulations of B.O.G.M.C.
- 2. Certified that statements in respect of T.A. claim-made by me in this bill to the best of my knowledge are corect.

Signature of the Official who travelled.

Journey certified.

Head of the Deptt./Division.