

## DUTY TRAVEL ADVANCE

**ACQUITTAL FORM****TO BE COMPLETED BY ADVANCE HOLDER**

1. Name of Advance Holder \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Department \_\_\_\_\_
4. Location \_\_\_\_\_
5. Amount of Advance \_\_\_\_\_
6. Date of receipt of Advance \_\_\_\_\_
7. Was there any deviation from the approved itinerary on the basis of which Advance was granted? \_\_\_\_\_
8. If the answer to (7) is "yes"
  - (a) Was the revised programme approved by a competent authority? \_\_\_\_\_
  - (b) State here the entitlement to travelling allowance (ie., meal allowance and incidentals) on the basis of the actual tour programme.

	No	Amount
Complete Days	_____	_____
Part Days -- Meala	_____	_____
-- Incidentals	_____	_____

**(c.) Amount due for refunded by Officer**

In case refund is due, the amount should be paid at the nearest Cash Office and receipt attached to this form.

State Official Receipt No.

I declare the particulars stated above are correct.

\_\_\_\_\_  
Advance Holder

**ACTION BY FINANCIAL DELEGATE**

- 9        Is the amount shown in item 8 (b) above correct?
- 10       Is an Official Receipt attached in support of refund?
- 11       Have entries been made in the Register of Advances?
- 12       Other remarks

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\_\_\_\_\_

(FINANCIAL DELEGATE)

Designation: \_\_\_\_\_

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