

Checklist for TA Claims

A. For Advance:

Sl. No.	Description	Compliance Status (Please ✓ whichever is applicable)		
		YES	NO	Not applicable
1	Whether the Advance request has been prepared in the prescribed proforma			
2	Whether the Claim has been signed by the claimant and countersigned by the Chairman			
3	Whether Copy of the invitation letter, if any, is enclosed			
4	Whether Copy of Approval letter / Sanction order approving the journey(s) is enclosed			
5	If CPDA funds is proposed to be utilized, whether approval of the Divisional Chairman, in the prescribed proforma, is enclosed.			
6	Whether Debit head for expenditure has been indicated			
7	Whether Approval of Financial Controller for flying by non-Air India, if availed, is enclosed			
8	Whether document showing indicative cost of Air ticket/Train ticket/Bus ticket for the journey(s) is enclosed			
9	Whether any document showing cost of accommodation during the tour period is enclosed			

B. For TA settlement claims:

Sl. No.	Description	Compliance Status (Please ✓ whichever is applicable)		
		YES	NO	Not applicable
1	Whether the Claim has been prepared in the prescribed proforma			
2	Whether date and time of departure/arrival for all journeys performed have been indicated in the respective columns			
3	Whether the Claim has been signed by the claimant			
4	Whether the Claim has been counter-signed by the competent authority			
5	Whether Copy of the invitation letter, if any, is enclosed			
6	Whether Copy of Approval letter / Sanction order approving the journey(s) is enclosed			
7	If the journey is performed using CPDA funds, whether approval of the Divisional Chairman, in the prescribed proforma, is enclosed.			
8	Whether Debit head for expenditure has been indicated.			
9	Whether Approval of Financial Controller for flying by non-Air India, if availed, is enclosed			
10	Whether Copy of the Air ticket is enclosed			
11	Whether Boarding Pass(s), in original, is enclosed			
12	Whether Original Rail ticket(s) or Bus ticket(s) are enclosed			
13	Whether Hotel accommodation bill, in original, is enclosed			
14	Whether Travel Insurance receipt, if any claimed, is enclosed			
15	Whether Visa Fee paid receipt, if any claimed, is enclosed			
16	Whether Taxi receipts for local journey(s), if any claimed, is enclosed			
17	Whether Registration fee paid receipt, if any claimed, is enclosed			
18	Whether travel advance drawn, if any, is shown in the claim form			

Date:

Signature of the Claimant