

CHECK LIST FOR TA /DA CLAIM DOMESTIC AND INTERNATIONAL

1	WHETHER CLAIM HAS BEEN SUBMITTED WITH IN 60 DAYS SUCCEEDING COMPLETION OF JOURNEY IF ADVANCE TAKEN WITHIN 15 DAYS SUCCEEDING COMPLETION OF JOURNEY	YES/NO
2	TA PARTICULAR ALONG WITH GAR 14- A FORM DULY FILLED WITH CLAIM AMOUNT & BENEFICIARY DETAILS WITH SIGN /COUNTER SIGN WITH STAMP REGISTRATION /DELEGATION CLAIM FORM	YES / NO YES /NO
3	SUBMIT PERMISSION LETTER RECEIVED FROM FACULTY CELL & RESPECTIVE ADMINISTRATION	YES / NO
4	TICKETS BOOKED (PLEASE MARK) MANDATORY BY BALMER & LAWRIE BY ASHOKA TOUR AND TRAVEL BY IRCTC	(PLEASE MARK MANDATORY) BY TRAVEL DESK – PAID BY AIIMS PAID BY SELF
5	ADVANCE TAKEN	YES / NO IF YES MENTION THE AMOUNT _____
6	SUBMITTED TICKETS ALONG WITH BOARDING PASSES	MANDATORY
7	HOTEL BILL IN ORIGINAL (NOTE BOOKING VOUCHER NOT ACCEPTED FOR REIMBURSEMENT) IF FREE MEALS INCLUDED IN HOTEL BILLS	1. TAX INVOICE MANDATORY 2. KINDLY MENTION THE AMOUNT PAID IN INR OR ENCLOSE CREDIT CARD STATEMENT IF POSSIBLE AS A PAYMENT PROOF UNDERTAKING REGARDING PROVIDING OF FREE MEALS
8	TAXI DETAILS IF ANY	MENTION DISTANCE (km) ALONG WITH AMOUNT PAID IN GAR – 14/A FORM
9	FOR INTERNATIONAL CLAIM	FCRA CERTIFICATE TO SUBMIT
10	VISA FEE RECEIPT IN ORIGINAL	YES / NO
11	INSURANCE RECEIPT	YES / NO
12	Participation Report Submitted	YES / NO
13	NAME DESIGNATION DEPARTMENT CONTACT NUMBER	

SIGNATURE WITH SEAL