

Bangladesh Oil, Gas & Mineral Corporation (Petrobangla)
PETROCENTRE

3, Kawran Bazar, Dhaka-1215, Bangladesh.

Date

TRAVELLING ORDER

Name _____

Designation _____

Pay _____

From Station _____ To _____ Station

Date of departure _____

Date of Expected Return to Hd. Qrs. _____

Duration of expected Halt _____

Purpose of journey :-

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 :

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).

Railway, Aeroplane or Steamer fare TK.

Road Mileage.

..... Miles @ Tk. Tk.

..... Miles @ Tk. Tk.

..... Miles @ Tk. Tk.

Days for which daily allowance claimed-

..... Days @ Tk. Per day: Tk.

..... Days @ Tk. Per day: Tk.

..... Days @ Tk. Per day: Tk.

Actual expenses Tk.

Gross Claim: Tk.

PASSED FOR TK.

Amount Payable as per this Bill: Tk.

Amount of Advance taken as

Per P.C. V. No. dt. Tk.

Balance payable/Refundable :- Tk.

Date

Checked by

Passed by

Approved

1. Certified that I travelled the class to Which I am entitled according to the existing 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 correct.

Signature of the Official who travelled.

Journey certified.

Head of the Deptt./Division.