

Journey Details Table Format  
TA/DA Claims

Sl. No.	Date of Journey	Departure Place	Departure Time	Arrival Place	Arrival Time	Mode of Travel	Ticket/Receipt No.	Fare (â‚¹)	DA Claimed (â‚¹)	Purpose of Journey	Remarks
1	12/05/2024	New Delhi	08:00	Jaipur	12:30	Train	456789	650	450	Official Meeting	---
2	14/05/2024	Jaipur	17:00	New Delhi	21:20	Bus	998877	470	420	Return Journey	---

- All fields in the Journey Details table must be filled accurately and completely.
- Attach original tickets and receipts with your claim document.
- Ensure dates and times are consistent with supporting documents.
- Claims without valid purpose and required approvals are liable to be rejected.
- Signature of the claimant and verifying officer is mandatory on the final claim form.