

**Royal Court of Justice  
Supreme Court, Thimphu  
Travel Allowance Bill**

**FAM\_4.11**

**Name of Employee:**

**Designation:**

**Grade:**

**Date:**

**No. of Fares:**

Departure			Arrival			Daily Allowance	Mileage	Bus/Train/	Actual	Total	Purpose of Journey
Date	Time	Station	Date	Time	Station		P/pony	Air fare-Taxi	Expenses		
TOTAL											

Advance taken:

Amount claimed for payment/refund:

Certified that the travel was performed by me for official purposes and the claims are genuine.

Dated signature of employee

Certified that the travel was authorized by me for official purposes and the claims are genuine and reasonable.

Signature, Date & Seal of the Controlling officer

