



**SHAHEED BENAZIR BHUTTO UNIVRESITY SHERINGAL**  
**TRAVEL AUTHORIZATION FORM (T.A.F)**

<b>Traveller's Name:</b>		<b>Department:</b>	<b>BPS:</b>
		<b>Designation:</b>	
<b>Departure Date:</b> _____ <b>Station:</b> _____		<b>Check appropriate box:</b> <input type="checkbox"/> Employee <input type="checkbox"/> Visitor	
<b>Stay from:</b> _____ <b>To:</b> _____ <b>Station:</b> _____			
<b>Expected Arrival Date:</b> _____ <b>Station:</b> _____			
<b>Responsible staff during Absence:</b>			
<b>Purpose of travel:</b>			
<b>DESIRED METHOD,S OF TRANSPORTATION</b>			
<input type="checkbox"/> Official Vehicle – University convenience			
<input type="checkbox"/> Private Vehicle – Employees convenience			
<input type="checkbox"/> Public Transport			
<b>CERTIFICATION AND APPROVAL</b>			
<b>Initiated by:</b>	<b>Recommended by:</b>	<b>Approved by:</b>	
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	

### Instructions for TA/DA claims

- (i) The Travel Authorization Form duly filled in all respect by the officer/official concerned through their respective HOD,s must be got approved from the Vice Chancellor before departure on tours. The approval for mode of traveling i.e. through private vehicles, university vehicle or through use of public transport shall also be obtained in the said TAF. The Travel Authorization form (T.A.F) should be initiated at least one week before activity.
- (ii) The cases where prior approval of the Vice Chancellor was not obtained before departure on tour must be submitted to the Vice Chancellor with cogent reasons for non-obtaining prior approval by the concerned officers / officials, on return from tour.
- (iii) TA/DA Bills, in accordance with the approved authorization form at admissible rates, dully verified by the Registrar in cases of Administrative cadre employees and respective head of Faculty/Department in cases of faculty employees, along with original approved Authorization Form shall be submitted to the office of treasurer for payment. The TA bills of all HOD,s however will be approved by the Vice Chancellor before payment by the Treasurer.
- (iv) The Treasurer office after preliminary scrutiny of the TA Bill shall forwarded it to the internal audit for its checking. The audit after checking the bill shall return the same to Treasurer for payment in accordance with his delegated financial powers.
- (v) The controller of exam shall obtain approval of the Vice Chancellor for appointment of the examiners or reviewers and paper setters for all examinations of the University as per rules. The TA /DA Claims of the exam duties shall be signed by the controller of the exam after checking by the Accounts officer exam. The office of the controller of exam then shall forwards these bills to the internal audit for the scrutiny of these bills. The internal audit after checking these bills shall forward the same to the Treasurer for making their payments.
- (vi) After approval of TAF from the Vice chancellor, the original copy shall be submitted with the claim and, a copy of the same shall be submitted to establishment section for updating the leave record.
- (vii) Activity report/tour diary may be made part of the claim.
- (viii) For purpose of travel relevant/verified documents, for tour/official visit should be attached the TAF for its Approval by the competent authority.



**SHAHEED BENAZIR BHUTTO UNIVERSITY**  
**TRAVELLING/DAILY ALLOWANCE BILL**

Mr./Ms.: _____ Designation: _____ BPS: _____													
Basic Pay P.M: _____ Purpose of journey: _____													
Particulars of journey													
Departure			Arrival			Mode of Journey _____			Daily Allowance		Night Stay		
Station	Date	Time	Station	Date	Time	K/M (1)	Rate (2)	Amount (3)	No of Days @Rate (4)	Amount (5)	No of Nights@ Rate (6)	Amount (07)	Total Amount (8)=(3+5+ 7)
<b>Total Amount</b>		<b>Rupees.</b>											

(1) I have not been paid TA/DA by any other Department. (2) No Official transport was provided to me for the journey claimed in this bill.

(3) I have performed the road journey by travelling in my personal car. (4) The journey was performed in the best interest of this University.

Signature of claimant: \_\_\_\_\_ Verifying Officer: \_\_\_\_\_ Account Officer: \_\_\_\_\_ DD-Audit: \_\_\_\_\_ Treasurer: \_\_\_\_\_