

**TANGPHAI PRESBYTERIAN CHURCH
TRAVELLING & DAILY ALLOWANCE (T.A & D. A.) BILL FORM**

Min

Hina : Bill ziak :

Khua : Vide :

Date	Chiana		Chia/Khualzin dan				Daily Allowance				Gawpkhawm
	From	To	Keng ah/Bus/Taxi/Train/Air/ Synod Vehicle	KM	Fare	Amount (R)	Ni zat	Mi zat	Rate	AMOUNT	₹

Bill No. Dt.

Amount : ₹

(.....)

Accountant :

DDO :

Grand Total (₹)	
Less Advance (Adv. a um leh) (₹)	
Net payable/Refundable (₹)	

(Cheng
.....)

Payment Seal

Hiat ding ah pawimaw:

1. Tour Programme kilkhawm di.
2. Chiana/Lam man etc. hi Voucher piaklutkhawm thei chi him him chu piaklut khawm di.
3. Line khat ah T.A. & D. A. total hi gawpkhawm di a hi.
4. Duty/Committee ah chia kawm ah sum (i.e. thawlawm) submit a hi inle bill double lo di a hi.
5. Keng ah chiana ah chun km.1 zel ah ₹20 hi'ntin, D.A. umlo di a hi.
6. Committee Sitting Allowance ni 1 ah ₹400 (vide OM 1:13 of 2023)
D.A. ni 1-ah Manipur sung ah – ₹400, Manipur pawlam ah -₹1,000)

₹ hi ka dawng hi.

.....
Bill-tu min & Signature
(A mal lian in)
Date
Phone No.

.....
Dawngtu min & Signature
(A mal lian in)
Date