



SREE SAKTHI ENGINEERING COLLEGE
(An autonomous institution affiliated to Anna University)
Ooty Main Road, Karamadai, Coimbatore – 641 104.

TA & DA CLAIM FORM

Name & Contact Details of the Expert / Member	
Purpose of Visit	
Date of Visit	
Department Visited	

Sl. No	Particulars	Amount (Rs.)
(A) TRAVELLING ALLOWANCE (TA)		
1)	Call Taxi Taxi from _____ to SSEC Taxi from SSEC to _____ (Enclose trip sheet / bill)	
2)	Own Car – Rs. 10/- per Km Total Kms: _____	
3)	Public Transport: Bus (AC – Sleeper) / Train (AC – 3 Tier) (Enclose copy of ticket)	
(B) DEARNESS ALLOWANCE (DA)		
1)	Dearness allowance towards _____	
TOTAL AMOUNT (A) + (B)		

Received a sum of Rs. _____ (Rupees _____
_____) from SSEC towards TA / DA /
Remuneration for the above-mentioned contribution.

Revenue
stamp for
Rs. 5000/-
& above

Signature of the Member with date

Counter Signature

(Approving Authority)