

RECEIPT

Dated _____

To:
The Dean of Resources & Alumni Affairs
Indian Institute of Technology, Roorkee
Sub:- Claim for Financial Assistance

Sir,

With reference to your Letter No. _____
Dated _____ regarding approval for financial assistance of Rs. _____ for Support for IITR Faculty
for Visiting Institutions Abroad visit at _____
during _____

In this connection I have to submit that I have made the following expenditures on the travel and other expenses:

- | | | |
|----|---|-------------------|
| 1. | Travelling by Air/Train/Bus
(Copy of relevant travel tickets are attached) | Rs..... |
| 2. | Accommodation and other expenses (Receipts attached) | Rs |
| 3. | Total Expenditure | Rs |
| 4. | Advance If Any | Rs |
| 5. | Difference between (3) & (4) | Rs |
| 6. | Sanctioned amount | Rs |
| 7. | Difference between (4) & (6) | Rs |
| 8. | Amount to be claimed (5) or (7) whichever is less | Rs _____
_____ |

You are requested to kindly reimburse me a sum of Rs. _____ (Rs. _____ only)
to partly/fully cover my travel and other expenses.

CERTIFICATE

I certify that the expenses claimed here as above have not been claimed from any other source in India or the host institute or any other international agency.

Sig. _____

Name _____

Employee Code _____

Department _____

Phone No. _____

Affix revenue stamp above
R.5000/-

Forwarding remarks from the concerned Head of the Department
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Check List

Prof. & Head

Please enclose the following without which the payment will not be processed:

(seal)

1. Train Ticket/Air Ticket (with Boarding Pass)/Bus Ticket and other expenses.
(To be enclosed alongwith prescribed form of T.A. Bill duly signed)
2. Proforma For Direct Payment.

Note : If you receive any award/prize/appreciation certificate on a paper /presentation etc. based on the work carried out during this visit, please submit a copy of the same.

SPACE FOR DORA OFFICE