



* N.B. – Please enclose original Air/Railway [III AC & above] ticket, Boarding Pass, Receipt for Hotel/GH charges, documents in support of other claims.

FOR OFFICIAL USE ONLY

#	HEAD OF EXPENSE	ADMITTED BY ACCOUNTS OFFICE
1	Centre Travel Grant	
a	Road mileage	
b	Air/Ship/Train/Bus Fare	
c	Booking/Canc. Expenses	
d	Lodging Expenses	
e	Boarding Exp. / Food Bills	
f	Local Transportation Exp.	
	Total of 1	
2	Staff Training	
3	Honorarium / Sitting Fees	
4	Other	
	Grand Total	
5	Less: Advance	
	Payable (Recoverable)	

Under Rs. (Rupees

 only).

Acct. Asst. Jr. Acct. Officer Accounts Officer

Passed for Rs. (Rupees

 only).

Administrative Officer / President

Acct. Asst.

Please process the payment as passed above by the competent authority through RTGS/NEFT /ECS/Account Payee Cheque.

Jr. Acct. Officer

Paid through RTGS/NEFT/ECS/Ch. vide batch No.

..... for Rs. dated –/...../20.....

Acct. Asst. Jr. Acct. Officer Accounts Officer