

# CLAIM FOR REIMBURSEMENT OF TRAVEL EXPENSES

Details of Travel Performed (attach additional sheets if necessary)

Itinerary	ARRIVAL		DEPARTURE		Mode	Days Claimed	Comments restop-over & delays	For paying office	
	Hour	Date	Hour	Date				Rate	Amount approved
	xxxxx	xxxxx							

Other expenses (give details): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was lodging and/or meals provided by Government Project or Institute ? (Free lodging is considered to include free accommodation in guest/ rest house, tents, boats, caravans, barracks and the like):

Lodging – Yes / No  
  

Meals – Yes / No  
  

I certify that the above claim is correct:  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature of Claimant

Counter – Signature of authorizing authority \_\_\_\_\_

Grade: \_\_\_\_\_

Index number:

Date:	Cheque no.	Voucher no.
DSA for _____ Days = NC Rs _____ Equivalent US\$ _____ A/C:		
Other expenses:		
Activity no: _____	Rs. _____	Activity no: _____ Rs. _____
Certified by:	Approved by:	Payment received: