

**INSTITUTE OF HOME ECONOMICS
(UNIVERSITY OF DELHI)**

I have performed official journey onfrom
to.....and back in connection with
(nature of work).....sum of Rs.....
(Rupees in words).....
has been spent by me which may please be reimbursed to me.

- a) Certified that the amount of the bill has not been claimed and drawn by me previously.
- b) Certified that the journey has been actually performed by me.
- c) Certified that I have used by own Car/hired conveyance/Taxi/Scooter/Bus.
- d) Kilometer covered:.....

(STRIKE OFF WHICH EVER IS NOT APPLICABLE)

Approved _____ Signature.....
Name
Date
Designation

DIRECTOR

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