

**Institute of Home Economics**  
**(University of Delhi)**  
**F-4, Hauz Khas Enclave, New Delhi-110016**

Dated.....

The Principal,  
**Institute of Home Economics**  
University of Delhi  
F-4, Hauz Khas Enclave  
New Delhi-16

I render the account of expenditure incurred/paid to me in connection with .....  
.....function/meeting /association etc. held on .....  
.....it is certified that the items have been purchased on competitive rates from local market. The rates charged have been duly verified and settled before and after making personal enquiries from the local market.

The items have been entered in the relevant register at page noted against each items.  
The amount listed below has been paid by me.

It may be reimbursed to me/adjusted against advance of Rs. ....  
taken by me.....on .....

**STATEMENT OF EXPENDITURE INCURRED**

S.No	Particulars	Amount
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(Rupees.....  
.....)

**Total Rs.....**

**Passed**

Director

Signature