

INSTITUTE OF HOME ECONOMICS
UNIVERSITY OF DELHI

CLAIM FOR REIMBURSEMENT OF OFFICIAL JOURNEY EXPENSES

I have performed an 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 convered:.....

(Strike off whichever is not applicable)

Name: Signature.....
Account No. Date
IFSC Code: Designation

Approved

Director

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