

CLAIM FOR REIMBURSEMENT UNDER TEQIP - III

(FOR ATTENDING CONFERENCE/SEMINAR/WORKSHOP/TRAINING PROGRAMME SEMINAR)

NAME OF THE CLAIMANT:

DESIGNATION: PROFESSOR/ASSOCIATE PROFESSOR/ASST. PROFESSOR /Staff

DEPARTMENT:

GRADE PAY:

HEAD QUARTER: RAIPUR

DATE OF PURCHASE:

PURPOSE OF CONFERENCE:

Mode of Journey Train/Bus/Air/Taxi	Departure			Arrival			Ticket No. Train/Bus/Ta xi	Distance (Km.)	Amount (in Rs.)
	From	Date	Time	From	Date	Time			
TA Claim, if any									
DA Claim, if any (Accommodation/Food Bills/Taxi Charges within city as per rules)									
Total									

Total Travelling Expense -

Registration Fee -

D.A. Travel Grant Scheme -
(Days of Conference +travel days)

Visa Fee -

Others -
(Travel insurance + ser. tax)

Total Amount -

Less: Advance -

Net Payable/Receivable -

***Certificates**

1. This bill is preferred for the first time.
2. Institute Vehicle was not used at the Head Quarter for this Journey.
3. No free lodging and boarding was provided by the Organization.
4. Details of meeting /Certificate are enclosed.

Signature of Employee

(P.T.O.)

TEQIP CELL-

Nodal Officer (Finance)-

For Office Use

Total Amount Admissible -

Less Advance (If any) -

Net Payable/Receivable -

Nodal Officer (Finance)

CLAIM FOR REIMBURSEMENT UNDER TEQIP – III

(FOR ATTENDING EVENT/CONFERENCE/SEMINAR/WORKSHOP/TRAINING PROGRAMME)

1. Name of the Event : _____

2. Name of the Department : _____

3. Event Period : _____

4. Coordinators name : _____

S.No.	Type	Number	Payable Amount
i	Registration fees (minimum Rs. 2000).	--	--
ii	Sponsorship amount	--	--
iii	Remuneration for External Experts (maximum Rs. 3000 per day per person, for minimum two lectures)		
iv	Remuneration for Internal Experts (maximum Rs. 3000 per day per person for minimum two lectures)		
v	TA/DA for experts as per institute norms		
vi	Study Materials (flex, certificate printing, stationary etc.)		
vii	Registration kit (file, folders, pen, notebook, schedule, feedback format etc.) (Rs. 100 to 200 per kit)		
viii	Lunch/Breakfast/High Tea and Snacks		
ix	Bouquet, flowers (maximum Rs. 2000)		
x	Mementos (maximum Rs.500 per memento)		
xi	Institute over head charges (10% of Budget amount or Rs. 5,000 whichever is minimum)	--	
TOTAL			

Signature of the coordinator

TEQIP CELL

Nodal Officer (Finance)