

Reimbursement from CPDA Account

Date: _____

Name			
PF.No.		Department	
Reimbursement for (please tick)			
Travel for National/International Conference, Workshops, Invited lectures related expenditures	Payment of Membership Fees	Purchase of Books Monographs, Journal subscriptions	Expenses related to preparation of Teaching and Research materials. (Two claims per Financial Year will be allowed)

NOTE: 1. The reimbursement / payment shall NOT be made for any Non-consumable items and computer peripherals.
 2. Government of India TA rules shall be followed for all travels.
 3. Prior approval from competent authority shall be obtained for all National and International visits.
 4. No advance funding will be allowed in any case from the fund of next financial year.

CLAIM				
1. For Travel: <i>please fill the separate TA form & attach the travel approval letter.</i>				
Sl.No.	Particulars	Amount (Rs.)		
1	Total travel expenditure			
2	Less: Advance (if any)			
3	Net amount (payable/refundable) <i>(if refundable please attach the deposit slip)</i>			
2. For Purchase: <i>please give the details.</i>				
Sl.No.	Party name & Particulars	Invoice/Bill No.	Date	Amount
Total :				

- [a] I have incurred the above expenditure.
- [b] Entered the bill details and quantity of Item/s in stock register Sl. No. _____ date _____
- [c] Entered in Accession Register (in case of purchase of Books) Sl. No. _____ date _____
- [d] The amount may be reimbursed to _____ (ME / SUPPLIER) from my CPDA account.

Signature of the Employee

Approved as per Rules

Dean, Faculty Affairs