



REIMBURSEMENT CLAIM AFTER PARTICIPATING IN TECHNICAL FEST / CULTURAL ACTIVITIES / SPORTS & GAMES

Name: _____ Admission No: _____ Course / Branch: _____

Semester: _____ Year: _____ Mobile No: _____ was permitted to attend Cultural Activities / Sports & Games held on date _____ at (Venue) _____

(Copy of permission letter, Form No.S-26 attached)

The Actual expenditure Incurred by me / our team is appended below:

1. For Registration Fee Rs. _____
2. For T. A. Rs. _____
3. For D. A. Rs. _____

(Attach the Original Registration slip, Travel Tickets, and any other bill / receipt)

The expenses claimed as per the approval:

Full / Part Registration Fee Rs. _____

Full / Part T. A. Rs. _____

Full / Part D. A. Rs. _____

Total Rs. _____

Advance Drawn, if any Rs. _____

Claim / Refund Rs. _____

(Rupees _____)

Date:

Signature of the Student

Remarks by the Club Counselor / Faculty Co-coordinator

Remarks by the HOD:

Date:

Signature of HOD

Remarks by the Chairman / Co-chairman of the clubs

Date:

Signature of the Chairman of the Club

Remarks by Head (HR & Comm.)

- (i) The trophy/award/prizes received for the college have been deposited with the Office of Head (HR & Comm.)

Date:

Signature of Head (HR & Comm.)

Approval by the Director

Date:

Signature of Director

Space for Accounts Section:-