



MANIPUR TECHNICAL UNIVERSITY, IMPHAL

CLAIM FOR REIMBURSEMENT UNDER TEQIP - III

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

NAME OF THE CLAIMANT:

DESIGNATION: Professor/Associate Professor/Asst. Professor/Staff (Specify).....

DEPARTMENT:

GRADE PAY:

NAME OF ACTIVITY:

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

Total Travelling Expenses	-
Registration Fee	-
Visa Fee	-
Travel Grant Scheme (Days of Programme + Travel days)	-
Others (Travel insurance + service tax)	-
Total Amount	-
Less: Advance	-
Net Payable/Receivable	-

**Disclaimer*

1. Institute Vehicle was used for this Journey. (YES / NO)
2. The Organization provided free lodging and boarding. (YES / NO)
3. Details of Programme/Certificate are enclosed. (YES / NO)
4. Relevant documents/Vouchers/Bills/Boarding pass etc. are enclosed. (YES / NO)

Signature of Claimant

TEQIP CELL (Accountant)

For Office Use

Total Amount Admissible	-
Less Advance (If any)	-
Net Payable/Receivable	-

Nodal Officer (Finance)