

NARULA INSTITUTE OF TECHNOLOGY

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME(Phase-II)

Expenditure Details for attending Conference/Seminar/Symposium/Training Course/Short Term Course

I, _____ do hereby declare the expenses incurred for attending the Conference/Seminar/Symposium/Training Course/Short Term Course entitled " _____ " from " ____/____/____ to ____/____/____ " at " _____ " under the aegis of TEQIP-II, sub Component 1.1

SI No	Particulars	Rate/Fare charges	Amount (Rs)	Remarks										
1	Registration Fees													
2	Transportation charge : Taxi/Private Car/Auto rickshaw charges from Residence to Railway station/Airport/Conference Venue(if within the city) (Max. Limit Allowed) For Taxi fare: @ Rs.16/- per km travelled For Auto Rickshaw @ Rs.8/- per km Or Actual Bill which ever is Less	Taxi/Private Car: _____ Km = Auto Rickshaw: _____ km =												
3	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Up journey: Train Fare/Plane Fare/Taxi Fare/Private car charges</td> <td style="width: 50%; text-align: center;">Down Journey: Train Fare/Plane Fare/Taxi Fare/Private car charges</td> </tr> <tr> <td style="text-align: center;">From:</td> <td style="text-align: center;">From:</td> </tr> <tr> <td style="text-align: center;">To:</td> <td style="text-align: center;">To:</td> </tr> <tr> <td style="text-align: center;">Departure</td> <td style="text-align: center;">Departure</td> </tr> <tr> <td style="text-align: center;">Date: ____/____/____</td> <td style="text-align: center;">Date: ____/____/____</td> </tr> </table>	Up journey: Train Fare/Plane Fare/Taxi Fare/Private car charges	Down Journey: Train Fare/Plane Fare/Taxi Fare/Private car charges	From:	From:	To:	To:	Departure	Departure	Date: ____/____/____	Date: ____/____/____			
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From:	From:													
To:	To:													
Departure	Departure													
Date: ____/____/____	Date: ____/____/____													
4	Hotel Accommodation Note: Subject to maximum of Rs.1,500/- per day including service charges	Check In: Time: Date: Check Out: Time: Date:												

		Rate per Day: Rs. No of Days: Total: Rs. _____		
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5	Travel cost within the city. i.e from Hotel to Conference/ Seminar hall and back.			
6	Food charges Note: Food bill not exceeding Rs.200/- per day(Bills to Be Submitted)	No of Days: _____@ Rs. 200/- per day		

Total Expenditure	Rs.
Less: Advance taken vide cheque No: _____ dated: __/__/__	Rs.
Net amount payable	Rs.

I, _____ do hereby request TEQIP-II Unit of NIT to reimburse an amount of RS. _____/- to the undersigned as per TEQIP-II norms and guidelines as far as applicable. I abide by the norms and regulations of TEQIP Phase-II regarding faculty and staff development and the related regulations of expenditure mentioned in the permissible/non permissible table with reference to the **UNDERTAKING Clause (i)** as submitted, duly signed by me. All the information given is true to the best of my knowledge. For verification purpose I hereby submit the Original Bill/Money Receipt/Train Ticket.

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Name:

Designation:

Employee ID:

Date:

Prepared/Checked by,	Co-ordinator (TEQIP – II)]	Nodal Officer Finance TEQIP – II	Principal / Registrar
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