

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना एवं विनिर्माण संस्थान, कांचीपुरम

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KANCHEEPURAM

STUDENTS CLAIM FOR TRAVELLING ALLOWANCE

Name	
Roll No. and Course	
Purpose of Journey	

1. Journey details (Air/Train/Bus)

Mode	Departure			Arrival			Amount in Rs.
	Date	Time	Place	Date	Time	Place	

Total

2. Road Mileage (Taxi/Auto/Bus)

Mode	Date	Time	From	To	Distance	Amount

Total

3. Registration/Poster charges paid

Receipt No.	Date	Amount

4. Accommodation/Food charges

Stay period ( No of days)	Bill No./Date	Amount

5. Total Amount Claimed: Rs. \_\_\_\_\_

Advance drawn : Rs. \_\_\_\_\_

Balance : Rs. \_\_\_\_\_

## Certificate

Certified that the tour has been performed as per the approval and the information furnished is true and correct. The Participation Certificate is enclosed / not enclosed.

**Signature of Student/Scholar with date**

Recommendation by the Guide

Certificate by Library:

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OFFICE USE

The Tour claim verified with tour approval and forwarded to Accounts section for Payment

AR (Academic)

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Claim	Amount Rs.
1. Journey (Air fare / Train fare)	
2. Hotel Rent	
3. Road mileage (local Travel)	
4. Registration / Poster Fees	
5. Daily Allowance	
6. Per diem	
Total	
Less : Advance Paid (Advance No - adjusted)	
Net Payable	

TA bill for payment for Rs.....

**JR (Accounts)**

**IAO**

**Registrar**