

NATIONAL INSTITUTE OF TECHNOLOGY GOA

FORI	M – ES /	06	IRAV	ELLING / D	AILY ALLOW	ANCE B	ILL ON	OFFICIAL	TOUK
No. – N	IITG/						[Date –	//20
Er	nployee	Stu	udent	Expert/Exa	miner/Guest		Member	of BOG/FC	C/BWC/Senate
Name	– Dr./Mr.	./Ms				Emp. C	ode / Ro	oll No. –	
Departi	ment –		De	esignation –			(Gr. Pay – R	s
	Travelling A	Authorization	Ref. No. – NIT	G/			, Date -	/ /	20 .
PART – A: TRAVELLING ALLOWANCE									
Date	FRO Time	M Place	Date	TO F			lass of Travel	Fare Expense	Ticket / PNR No.*
Date	11110	1 1000	Date	11110 1	1100		- Tavoi	Ехропос	110.
				V/5\12			727		
			<u> </u>	Vell				<u> </u>	
				1					
					1 - 1 (0)	NU II	76		
			PAI	RT – B : DA	LLY ALLOW	ANCE*			
Date	_	Hotel/GH Charges*	Food Bill	Local Transpor	Date		el/GH rges*	Food Bill	Local Transport
Poolsie	a Eva	1,			DESCRIPTION OF THE PROJECT OF THE PR	1		Mico Ex	
Booking	y ⊏xp.		Cancellation		Registration	лі гее		Misc. Exp	J.
I, Dr./M	r./Ms			h	ereby declare	that the	claims r	nade above	are based on
the actual amount spent by me and have not been claimed by me and/or paid to me from any other source.									
the Air ticket was booked on in the cheapest available flight [please $$ if applicable.]									
An adv	ance of F	Rs	was dra	wn by me vi	le Bill No	m	ay be ac	djusted agai	nst this claim.
Forwa	rded [to	Finance & A	Accounts off	ice].					
Rs		may ple	ease be paid	as					
1.0									
1.0		rium / Sittir							
1.0									

^{*} N.B. – Please enclose original Air/Railway [III AC & above] ticket, Boarding Pass, Receipt for Hotel/GH charges, documents in support of other claims.

FOR OFFICIAL USE ONLY							
#	HEAD OF EXPENSE	ADMITTED BY F&A OFFICE					
1	Institute Travel Grant						
а	Road mileage						
b	Air/Ship/Train/Bus Fare						
С	Booking/Canc. Expenses						
d	Lodging Expenses						
е	Boarding Exp. / Food Bills						
f	Local Transportation Exp.						
	Total of 1						
2	Staff Training						
3	Honorarium / Sitting Fees						
4	Other						
	Grand Total						
5	Less: Advance						
	Payable (Recoverable)						
L		-					
	der Rs (Rupees	Passed for Rs. (Rupees					
Sup	ot. I/c (F&A) Asst. Registrar I/c (F&A)	Registrar I/c Director					
Doc	aling Asst.	Paid by CASH / vide CHEQUE No					
		Faid by CASH / Vide CheQUE No					
	ase pay by Cash / Cheque an amount as sed above by the competent authority.	Dated –/20					
	Registrar I/c	Supt./AR I/c (F&A) Registrar I/c Director					
Rac	Pacaived payment by CASH / vide CHEOLIE as martianed above						
Received payment by CASH / vide CHEQUE as mentioned above. Signature of the Receiver Bank details for online fund transfer through NEFT / RTGS.							
	Name of the Claimant (as per the bank account):						
	Account No.:, IFSC:, MICR:						
Bank Name, Branch & Address :							

Signature of the Claimant