

**Atal Bihari Vajpayee Government Institute of Engineering and Technology,**

**Pragatinagar Shimla (H.P.)**

**TA-DA CLAIM FORM FOR GUEST/EXPERT LECTURE**

Name: .....

Purpose : .....

Lecture Given on: .....

<b>A – Honorarium</b>							Rs.	
<b>Journey Details</b>								
<b>B - Inward Journey</b>								
Sl. No.	Date of Travel	From	To	Travel by Rail /Air//Bus/Taxi/Own Car	Class of Travel	Amount Rs.		
1								
2								
3								
<b>C - Proposed outward Journey</b>								
1								
2								
3								

**Total Expenses (A + B + C) =**

**Bank Details: Please also enclose a Cancelled Cheque / First page of Bank passbook.**

<b>Account Holder's Name:</b>	
<b>Name of the Bank which claim is to be reimbursed:</b>	
<b>Branch Name of Bank :</b>	
<b>Account Number :</b>	
<b>IFSC Code:</b>	
<b>PAN :</b>	

Certified that I have travelled from ..... and will travel to..... as per the above details.

**Signature of Claimant:** .....

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**Signature of Faculty Coordinator:** .....

**Signature of Director-Principal:** .....

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**For Accounts Use:**

**Checked by:** .....

**Passed For Rs:** .....

**Finance Officer:** .....

**Date:** .....

**Date:** .....