JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT, HP

TA CLAIM FORM FOR GUEST LECTURE

Name: ……………………………….………   **Purpose:** ………………………………………..

Lecture Given on: …………………………………

A - Honorarium			Rs.	

Journey Details

B - Inward Journey

Sl. No.	Date of Travel	From	To	Travel by Rail /Air//Bus/Taxi/Own Car	Class of Travel	Amount Rs.
1						
2						
3						

C - Proposed outward Journey

1						
2						
3						

Total Expenses (A + B + C) =

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

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

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

Signature of Claimant: …………………

_____

Signature of Coordinator: ………….…..   **Signature of Registrar: ………………..**

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For Accounts Use:

Checked by: ………….……….   **Passed For Rs: ………………**   **Finance Officer: ………….…...**

Date: ……………….   **Date: ……………….**