



Centre for Continued Education
Indian Institute of Technology Hyderabad
Kandi -502284 ,
Telangana, India,
Phone: 7060

భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్
भारतीय प्रौद्योगिकी संस्थान हैदराबाद
Indian Institute of Technology Hyderabad

Reimbursement of Expenditure

Name of the Faculty/Staff and ID: _____

Department : _____

Event name and Dates : _____

Advance taken (If any) : _____

Net Claimed : _____

Details of expenditure

S.No.	Date	Cash Memo No.	Name of the Firm	Purpose	Amount (Rs.)
Total Amount of Settlement					
(Rupees _____ only)					

I certify that:

(a) The expenditure details are entered in the Stock Register.

(b) The rates charged are reasonable and in accordance with the prevailing market rates

Signature

Name:

Expenditure approved and sanction accorded for reimbursement of an amount of Rs. _____

Dealing Assistant

Chair, CCE

Name:

Name: Prof Amirtham Rajagopal

Name of Account Holder :

Bank Name & Branch :

Bank Account Number :

IFSC Code :