



MOTILAL NEHRU COLLEGE
(University of Delhi)

On

I have performed official journey from College / Residence to

.....and back in connection with

(nature of work)

and a sum of Rs.....has been spent by me which may please
be re-imbursed to me.

(a) Certified that the amount of the bill has not been claimed and drawn by me previously.

(b) Certified that the Journey has been actually performed by me by Taxi/Scooter/Bus.

Taxi/Scooter No. i) Outward Journey

ii) Inward Journey

(c) Certified that I have used my own Car/Scooter No.....

Total distance covered.....K.m.

(STRIKE OFF WHICHEVER IS NOT APPLICABLE)

Recommended

Signature.....

Name:.....

Incharge

Designation.....

Approved

Date:

Principal

(FOR USE IN OFFICE ONLY)

The bill has been checked and found correct. A sum of Rs.....may kindly
Be re-imbursed to him/her by debiting the Head 'Local Conveyance Account'

Asstt.

Sr. Asstt.

S.O. (Accts.)

A.O.

Bursar

Principal

Received a sum of Rs.....

Signature of Claimant