

RECEIPT

Dated _____

To:

The Dean Finance & Planning
Indian Institute of Technology, Roorkee
Sub:- Claim for Financial Assistance

Sir,

With reference to your Letter No. _____
Dated _____ regarding approval for financial assistance of Rs. _____ in the Internship held at _____ during _____

In this connection I have to submit that I have made the following expenditures on the travel/registration fee and other expenses:

| | | |
|----|---|----------|
| 1. | Travelling by Air/Train/Bus (Copy of relevant travel tickets are attached) | Rs..... |
| 2. | Accommodation and other expenses (Receipts attached) | Rs |
| 3. | Total Expenditure | Rs |
| 4. | Advance If Any | Rs |
| 5. | Difference between (3) & (4) | Rs |
| 6. | Sanctioned amount | Rs |
| 7. | Difference between (4) & (6) | Rs |
| 8. | Amount to be claimed (5) or (7) whichever is less | Rs _____ |

You are requested to kindly reimburse me a sum of Rs. _____ (Rs. _____ only) to partly/fully cover my travel/registration fee and other expenses.

CERTIFICATE

I certify that the expenses claimed here as above have not been claimed from any other source in India or the host institute or any other international agency.

Affix revenue
stamp above
R.5000/-

Sig. _____

Name _____

Class _____

Department _____

Phone No. _____

Forwarding remarks from the concerned Head of the Department

Check List

Please enclose the following without which the payment will not be processed:

1. Certificate of internship completion.
2. If the work done during internship results in a journal/conference paper, the affiliation of IIT Roorkee should be explicitly mentioned and the financial support provided herein by IIT Roorkee should be acknowledged.
3. Receipts of payment of Registration Fee and other expenses.
4. Train Ticket/Air Ticket (with Boarding Pass)/Bus Ticket.
(To be enclosed alongwith prescribed form of T.A. Bill duly signed)
5. A copy of your Bank Passbook.
6. Proforma For Direct Payment.

Prof. & Head
(seal)

SPACE FOR F & A