

# 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<br>(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. _____<br>_____ |

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

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## 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