

RECEIPT

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

Dated _____

Sir,
With reference to your Letter No. _____ Dated _____ regarding approval for financial assistance of
Rs. _____ for Semester Exchange Program /To carry out part of thesis work entitled _____
In the Support for IITR Students for Visiting Institutions Abroad 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:

Prof. & Head
(seal)

1. Certificate from the host that the student has visited the institute to carry out the part of his/her thesis work or completed the semester exchange program.
2. The student should acknowledge the financial support provided by IIT Roorkee, whenever the work carried out during the semester exchange or to carry out part of the thesis work program is used, e.g., publication of a paper in a journal or presentation in a conference, etc. If you receive any award/prize/appreciation certificate on the paper presentation, please submit a copy of the same.
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

SPACE FOR F & A