



Indian Institute of Technology Hyderabad  
Kandi -502285 , Telangana,  
India,  
Phone: 7060

## Reimbursement of Expenditure

Name of the Faculty/Staff: \_\_\_\_\_.

Department : \_\_\_\_\_.

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

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

Dealing Assistant

Deputy Registrar

Registrar

Bank Name & Branch :  
Bank Account Number :  
IFSC Code :