

SECTION I : JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than IIInd Class and for air journey and bus journey enclose used ticket/folders)

*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

| Midnight (00hrs) spent | Station | No. of days | Slab Rates | Boarding & Lodging charges |
|---------------------------|---------|-------------|---------------|----------------------------|
| 14 Hrs | Surat | 01 | 600 | 600 |
| | | | | |
| | | | | |
| | | | | |
| | Total | | | Total 600/- |

1. Leave availed (if any) at from to

NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

CERTIFICATE:

Counter signed

Signature of Employee