

PURCHASE BILLS PAYMENT/REIMBURSEMENT OF EXPENSES

To
The Dean
IC&SR
IIT Madras

PAYMENT

REIMBURSEMENT OF EXPENSES

Project No.		
Budget Head (Please tick)	Consumables	Travel
	Contingencies	
	
Type of payment (Please tick)	Full payment	
	Advance payment	
	Adjustment against advance payment	
Amount payable	Rs.....	
Payment to	Supplier Name.....	
Reimbursement to	Project Investigator Name.....	

Enc: Invoice.....

SRB.....

Certified that the above expenditure was incurred for project activities.

Signature.....

Name & seal.....

Date.....

Note: In case of payments in foreign currency, credit card statement or other proof to be attached, so that reimbursement can be processed for the actual amount incurred