

Date: \_\_/\_\_/\_\_\_\_

### Bill for Reimbursement of Allowance/Honorarium

Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_ Mobile No. \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Institute : \_\_\_\_\_  
 Purpose : \_\_\_\_\_  
 Pre-approval : Yes / No (If Yes, Attach the Documents)

#### A. Travel Allowance

Date	Travel Plan		Travel Mode (Bus, Car, Taxi etc...)	Total KM	Rate	Total Amount
	From	To				
<b>Total</b>					---	

#### B. Dearness Allowance

Date	Travel Plan		Nature of Expense (Lodging, Boarding etc...)	Rate	Total Amount
	From	To			
<b>Total</b>				---	

#### C. Examination Honorarium

Date	Nature of Duty (Paper Checking, Viva etc...)	Subject Code	Subject Name	Rate	Total Amount
<b>Total</b>				---	

#### D. Miscellaneous (Expert Honorarium, other bills etc...)

Date	Details	Amount	Remarks
<b>Total</b>			

#### Summary

Details	Amount	Remarks
Total of section A+B+C+D		
Advance Amount received		
<b>Grand Total</b>		

This is to certify that,

- I have travelled as a pre-requisite to participate in the examination, event, seminar, etc. and fare claimed hereby is actual and admissible as per the rule
- I confirm that this amount is not claimed elsewhere and if it is found at any stage that the above claim/part of the claim paid/received to me is due to either side by mistake; I undertake to refund the same to the University.
- I hereby certify that the above details are correct that I am a resident of India and that the provision of the Income tax-act 1961 is applicable to me and shall comply with it.

**Bank information of receiver for Electronic fund transfer\***

Account Name	
Bank Name	
Branch	
Account No.	
IFSC Code	

**Note:**

- **Kindly attach relevant documents (i.e. Proof for Food / Travel etc...)**
- **A copy of Cancelled Cheque/ Passbook Front Page required**

The above information provided by me is correct.

**Date :**

**Place :**

**Signature**

**Verify & Approved By:**

\_\_\_\_\_  
**Dean/H.O.D.**

\_\_\_\_\_  
**Registrar/CoE\***

\_\_\_\_\_  
**Account Officer**

\_\_\_\_\_  
**Vice-Chancellor**

*\*for the Examination related expenses, CoE will be the responsible person*

<b>Receiver's Signature</b>	
Received Rs. _____ (Rupees in words _____ only) through Online/Cheque/Cash on _____ From Darshan University Rajkot towards TA and DA/Honorarium etc...	
<b>Date:</b>	<b>Signature</b>

<b>Account Use only</b>	
Amount Paid	: _____
Mode	: Cash/Cheque/Online
Reference No.	: _____
Date	: _____
<b>Account Department</b>	