INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING (IIITD&M) KANCHEEPURAM IIT Madras Campus, Chennai-600036

Local Conveyance Claim

Employee Name	Date:
	Designation
Grade Pay :	Department
<u>Travel Details</u>	
Purpose :_	
From :	To:
• -	Kms :
Amount :_	I have undertaken journeys for official work. I have not used office vehicle for
this purpose and i have no	ot submitted any other claim in this regards.
	Signature of Employee:
Counter Signed	5,6ta. 5 5p.6/55.
-	
Asst. Prof. / Suptd.	
Asst. From 7 Suptu.	For the use of Accounts Departments
	
Total Amount Claimed:	·
Total Amount Approved:	Accounts Representative Signature:
	IIT Madras Campus, Chennai-600036 Local Conveyance Claim
	Date:
Employee Name:	Designation
Grade Pay :	Department
Travel Details	
Date :_	
Purpose :_	
From : Mode of Transport :	To:
Amount :	Kms :
-	I have undertaken journeys for official work. I have not used office vehicle for
	ot submitted any other claim in this regards.
tills purpose and i have in	ot submitted any other claim in this regards.
	Signature of Employee:
Counter Signed	Signature of Employee.
Courter C.B. Ca	
Asst. Prof. / Suptd.	
Asst. FIOI. / Suptu.	For the use of Accounts Departments
Total Amount Claimed:	
Total Amount Approved:	Accounts Representative Signature:

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING (IIITD&M) KANCHEEPURAM IIT Madras Campus, Chennai-600036

Local Conveyance Claim

				Date:			
Employee Name:			Designat	Designation			
			Department				
A) Trav	el Details						
Date	Purpose	From	То	Mode of Transport & Kms	Amount	Remarks	
	certified that I have u and I have not subm		-		not used office ve	chicle for	
					Signature of E	mployee:	
Approving A	Authority's Name and	Signature:					

Total Amount Claimed:	
Total Amount Approved:	
	Accounts Representative Signature:

Date Purpose From To

Mode of Transport

Kms

Amount