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| C:\Users\es00952\Desktop\Logo.jpg | ABES Engineering College, Ghaziabad | Form No. S-27  w.e.f.: December 2018 |
| **REIMBURSEMENT CLAIM AFTER PARTICIPATING IN TECHNICAL FEST / CULTURAL ACTIVITIES / SPORTS & GAMES** | | |

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Admission No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course / Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester: \_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_ Mobile No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was permitted to attend Cultural Activities / Sports & Games held on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (Venue) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Copy of permission letter, Form No.S-26 attached)

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| The Actual expenditure Incurred by me / our team is appended below: | | |
| 1. For Registration Fee 2. For T. A. 3. For D. A. | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **(Attach the Original Registration slip, Travel Tickets, and any other bill / receipt)** | | |
| The expenses claimed as per the approval: | | |
| Full / Part Registration Fee | | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Full / Part T. A. | | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Full / Part D. A. | | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Total** | | **Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Advance Drawn, if any | | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Claim / Refund** | | **Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | | |

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| **Date:** | **Signature of the Student** | |
| **Remarks by the Club Counselor / Faculty Co-coordinator** | | |
| Remarks by the HOD: | | |
|  |  | |
| **Date:** | **Signature of HOD** | |
| Remarks by the Chairman / Co-chairman of the clubs |  | |
| 1. The trophy/award/prizes received for the college have been submitted with Chairman Clubs. | | |
|  |  | |
| **Date:** | **Signature of the Chairman of the Club** | |
| Remarks by Accounts Department | | |
|  |  | |
| **Date:** | **Signature of Accounts Officer** | |
|  |  | |
| Approval by the Director | | |
|  | |  |
|  | |  |
| **Date:** | | **Signature of Director** |
|  | |  |

**Form No: S-27: Instructions**

**Actions before submitting the Form S-27:**

1. Deposit trophy / award / prize meant for college to the office Proctor & obtain signature on the form.

**Documents to be submitted with Form S-27:**

1. Form S-26 duly approved.
2. Original Receipt of the registration fee, if applicable.
3. Original Tickets (Maximum 50% T.A. is applicable within India but outside NCR as per entitlement of Travel class if approved).
4. Receipts of expenses on boarding & lodging and meals (Maximum 50% D. A. is applicable within India but outside NCR as per entitlement of boarding & lodging if approved).
5. Photocopy of the Certificate giving a proof of attending the Technical Fest / Cultural Activities / Sports & Games etc.

**Handling of Application Form:**

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|  | Participate in the event  (say D day) |  |
|  | D – D+7 |  |
|  | Deposit trophy / award / prize meant for college to the Club Counselor  & obtain signature on the form |  |
|  | D – D+7 |  |
|  | * Fill up Form S-27 * Attach all documents as mentioned above * Get it signed by Club counselor / Faculty Coordinator * Get it signed by HOD |  |
|  | D+7 / D+8 |  |
|  | Department. To send form to the  Chairman / Co-chairman of the clubs  (say X day) |  |
|  | X – X+1 |  |
|  | * Clubs Chairman / Co-chairman put remarks. * Sends Form to Director’s Office |  |
|  | X+1 – X+2 |  |
|  | After Director’s signature form is sent to Accounts Deptt.   * Accounts keeps original copy along with enclosures in own records |  |
|  | X+2 – X+5 |  |
|  | Accounts Department makes payment to the student |  |