

Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute Established by Ministry of Education, Govt. of India.)

TRAVEL EXPENSES STATEMENT & PAYMENT OF HONORARIUM

(For outside expert visit to Institute)

Voucher No & Date _____

1. Name and Designation : _____
2. Office Address : _____
3. Basic Pay : _____
4. Purpose of visit : _____
5. Car/Taxi No. : _____ (Own/Hired) _____
6. E-mail ID : _____ Mobile No. _____

Name & IFS Code of the Bank	PAN No.	Name of Account Holder and Bank A/c. No.

7. Onward Journey Details

Place & Date from Dep-Time	Place & Date from Arr.-Time	Distance Travelled	Mode of Conveyance	Actual Fare Paid	Remarks

8. Return Journey Details:

Place & Date from Dep-Time	Place & Date from Arr.-Time	Distance Travelled	Mode of Conveyance	Actual Fare Paid	Remarks

9. Honorarium/Seating Fee @ Rs. _____ for _____ days/hrs.

Less TDS _____ % _____ Rs. _____

10. DA for _____ days at Rs. _____ per day. Rs. _____

11. Incidental Charges Rs. _____

12. Flat Rate Rs. _____

13. Other Charges / Mileage Allowance Rs. _____

TOTAL

- Certified that the journey was performance under the orders of appropriate authority.
- Certified that the travel has been actually made and referred actual fare paid by me.
- Certified that the claim has not been referred and paid in the past.
- Certified that the no concessional fare was available of for the journey and the claim made above is the actual amount paid for the purpose.
- Certified that the journey was made by own/hired car no. _____ amount claimed above paid/allowance availed.
- Certified that I will perform the return journey as mentioned above.
- Copy of financial approved to be enclosed.

Verified by the coordinator

Signature of the claimant

Head of the Department