



TRAVEL REIMBURSEMENT FORM

NAME : _____

BANK NAME : _____

BANK ACCOUNT NO : _____

IFSC CODE OF THE BRANCH : _____

JOURNEY DETAILS (To and Fro)

FROM	TO	CLASS OF TRAVEL	MODE OF TRAVEL	AMOUNT (RUPEES)
			TOTAL	

I certify that I have travelled / shall travel by the mode /class for which claim has been submitted and the supporting documents /tickets are enclosed herewith.

Date : _____

Signature of Candidate

FOR OFFICIAL USE ONLY

HoD (F&A)-CHECKED AND VERIFIED. PLEASE PAY AS PER ENTITLEMENT

For HoD (HR/Admin Department)

***Tickets, copy of PAN Card and copy of bank passbook required to be submitted along with 'Travelling Allowance Claim Form'**