


Ref. No.: _____ (To be filled at TEQIP Office) | Date: _____

	<p>BIRLA VISHVAKARMA MAHAVIDYALAYA (BVM) ENGINEERING COLLEGE VALLABH VIDYANAGAR -388120,GUJARAT,INDIA TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP – III) Subcomponent 1.3: (Twinning Arrangements to build Capacity and Improve Performance of Participating Institutes) Format For Claiming Reimbursement under TEQIP-III for Outside Experts</p>
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Name and designation of the applicant :			
Company / Institution Name :		Vendor ID (generated by PFMS) :	
Event Name (description in brief):			
Date and Duration of the Talk / Event:			
Ref. No. and date of Approval of Proposal (attach a copy): Also attach a copy of office order			
Sr.	Particulars	Amount (INR)	Remarks (if any)
1	Total of Travel Cost (to be detailed overleaf)		
2	Honorarium		
3	Others (specify): _____		
	Total		
	Advance Withdrawn (as mentioned in the Proposal attached)		Dated:
	Difference amount to be claimed / returned		

- I abide to return the received amount in part or full in case of any discrepancy raised by competent authority in future.
- I hereby enclose vendor detail form.

Signature of Applicant: _____ (Submit completed form to the TEQIP office.)

----- X ----- X -----

Signature of HOD/ Task Manager : _____, (verified that the utilization of the fund is as per TEQIP-III norms & approval has been taken for this event.)

----- X ----- X -----

Passed for amount (INR): _____ (Rupees _____)

Sign of Head clerk/ Account, BVM Office: _____ Nodal Officer (Finance), TEQIP-III, BVM: _____

Principal, BVM: _____

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A. Details of Travel									
Particulars of journey						Kind of journey i.e. by Rail, Bus, Rickshaw, Taxi etc.	Distance in km	Whether vehicle provided by TEQIP (Yes/ No)	Fare Paid (Rs.)
Departure			Arrival						
Station	Date	Hours	Station	Date	Hours				
Total of (A)									
# In case of traveling by air through an airline other than Air India:									
1. Whether any Air India flight was available connecting the two places? _____ Yes/No -> If Yes, whether tickets were available in Air India flights? _____ Yes/No									
2. Whether the private airline of your travel was more economical than the economy class of Air India airline? _____ Yes/No									
B. Toll tax paid									
Date	From	To	Amount	Remark					
Total amount of Toll tax paid as per attached receipts,				Total of (B)					
Total of Amount A + B									

Note:

1. Original Boarding Passes/Tickets (Including Train, Bus etc.) fare receipts of Taxi, Toll Tax Receipts (Originals & photocopies), and Auto / Bill of Hotel & Food charges are to be submitted along with this form. All photocopies are required to be self-attested by the applicant. Please paste all small sized bills/receipts on a plain A4 size paper.
2. If you have travelled by your own car, attach a copy of the vehicle registration certificate (RC) along with this form.

Dated signature of the applicant: _____ Sign of Head clerk/ Account, BVM Office: _____