Title of the Lecture(s): _____

BIRLA VISHVAKARMA MAHAVIDYALAYA (BVM) ENGINEERING COLLEGE
VALLABH VIDYANAGAR -388120, GUJARAT, INDIA
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME FUNDS
(TEQIP FUNDS)

Claim for Hospitality for Conducting Expert Lecture(s)

Date: _____

Department:		
Title of the Lecture(s):		
Date and Duration of the Lecture (s):		
Name of Faculty Coordinator from Department:		
Details of the Expert(s) from Industry (Name, designation, address, contact number & email address): 1. 2. 3.		
Ref. No. of Approval (please attach a copy):_____		Dated:
Claim (all numbers in INR):		
A	Total Expenditure in Hospitality (attach all bills / details)	
B	Others (specify):_____	
C	Total claim (A + B)	

Note: Expenditures incurred towards honorarium and travel for the invited expert(s) are to be claimed separately using '**Claim Form-2 For Reimbursement for Outside Experts'** form, one for each expert. The same is (are) to be attached with this form. Summarize all the expenditures for this event in the table at the end of this form.

Check list:

- ✓ Report of the expert talk (in format **Report on Expert Lecture(s),** along with attendance records & round seal on each page) is submitted to the Academics Officer or the TEQIP-Funds Coordinator (in Hard copy & Email)
- ✓ Duly approved **Claim Form-2 for Reimbursement for Outside Experts and Vendor-Personal-Details Form** (one for each expert) are attached herewith.

Signature of the invited Expert: Signature of Faculty Coordinator:	Head of the Department/ the Dean

Budgetary provision is checked. Amount may be released if approved by Principal.

Finance Officer,

Approved / Not Approved

Principal, BVM Engineering College

Title of the Lecture(s): _____

Received Rs. _____, (in words Rs. _____)
in Payment Advice No.:_____dated_____.

Date: Signature of the invited Expert

- **Original to be submitted to TEQIP Office**

Summary of the Total Expenditure Incurred for This Event:

Sr. No	Item	Amount (INR)
A	Total Expenditure in Hospitality	
B	Total Expenditure in Honorarium to Invited Expert(s)	
C	Total Expenditure in Travel for Invited Expert(s)	
D	Others (Specify): _____	
	Total Expenditure for this Event (A+B+C+D):	