

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



BIRLA VISHVAKARMA MAHAVIDYALAYA (BVM) ENGINEERING COLLEGE
VALLABH VIDYANAGAR -388120,GUJARAT,INDIA
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP – III)
Format For Claiming Reimbursement under TEQIP-III (for BVM Faculty & Staff)

Name and designation of the applicant:

Department:

Employee number (in BVM):

Vendor ID (generated by PFMS) :

Salary: Basic:

Grade pay with AGP:

Event Name (description in brief):

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	Travel Expenditure with toll tax		
2	Local Travel		
3	Hotel Charges		
4	Registration Fees		
	Sub Total		
➤	No. of Days for which the claimant wishes/needs to claim food bills	_____ Days	
➔	Food Bill (to be filled by office only)		
	Total		
	Advance Withdrawn (as mentioned in the Proposal attached)		Dated:
	Difference amount to be claimed / returned		

- I hereby submit a brief report (Hard Copy & Email / CD) indicating the outcomes of the above event.
- 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 the vendor details form. (Bank account shall be salary account of BVM).

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

Signature of HOD : _____, (Verified that the utilization of the fund is as per TEQIP-III norms & approval taken)

Concerned Nodal officer (Academic): _____, (Signature) _____ (Name)

➔ Office use only:

No. of Days	Maximum permissible Amount (Rs.)		
	Local Travel	Hotel Charges	Food Bill

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

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

Principal, BVM: _____

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Details of TA & DA:

Details of Expenses									
A. Travel Expenses with toll tax									
Departure			Arrival			Kind of journey i.e. by Rail, Air , Taxi etc.	Distance in km	Whether vehicle was provided by TEQIP Office (Yes/ No)	Fare Paid (Rs.)
Station	Date	Hours	Station	Date	Hours				
TOTAL (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									
3. Whether the private airline of your travel was more economical than the economy class of Air India airline? _____ Yes/No									
B. Local Travel									
Departure			Arrival			Kind of journey i.e. by Rickshaw, Taxi etc.	Distance in km	Vehicle No.	Fare Paid (Rs.)
Station	Date	Hours	Station	Date	Hours				
TOTAL (B)									
C. Hotel Charges									
Sr. No.	Date	Bill No.	Amount (Rs.)	Remarks					
Total (C)									
Total of Amount (A + B + C)									

Note:

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

Dated signature of applicant: _____

Sign of Head clerk/ Account, BVM Office: _____