



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

GURGAON, DELHI-NCR

(Established by the Haryana Act No.8 of 2013)

TRAVELLING EXPENSES CLAIM & RE-IMBURSEMENT FORM

NAME:	
DESIGNATION:	
DEPARTMENT:	
START DATE:	
DATE OF ARRIVAL:	

Purpose:

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Sr. No.	DESCRIPTION	AMOUNT
1	Fair (Supported by bill or tickets)	₹ -
2	Daily Allowance @ Rs () Per day for () days	₹ -
3	Boarding Expenses (Supported by Bills)	₹ -
4	Lodging Expenses (Supported by Bills)	₹ -
5	Local / Taxi Conveyance @ Rs (15) Per KM X Total KM's () Point of Origin: Point of Departure:	₹ -
6	Telephone/Internet Charges	₹ -
7	Washing & Laundry Expenses	₹ -
8	Misc. Expenses	₹ -
TOTAL		₹ -
LESS ADVANCE (IF ANY)		₹ -
GRAND TOTAL AFTER ADVANCE		₹ -

I hereby declare that the claim submitted is correct and in accordance with the university's rules & regulations.

Verified by HR Division

Approved by

Signature of applicant