



## **EXPENSE REIMBURSEMENT FORM**

FORM NO.: NITS/FORMS/ACCTS/REIMBURSEMENT/13-14/010  
**NATIONAL INSTITUTE OF TECHNOLOGY, SILCHAR**  
Deptt./Branch \_\_\_\_\_

Reimbursement for – \_\_\_\_\_

Certified that-

1. the expenditure has been made only for the purpose for which it was sanctioned.
2. all the items purchased/works executed have been received/verified and found to be in good condition
3. all the items of the bills submitted herewith have been entered in the Stock Register and
4. all the calculations of the enclosed bills have been checked and found correct.

**All relevant particulars are as follows:**

1. Particulars of Director's approval: Note-sheet page \_\_\_\_\_ dated \_\_\_\_\_
2. Purpose for which sanctioned \_\_\_\_\_
3. Date of submission of bills \_\_\_\_\_
4. Total amount of the bills submitted herewith for reimbursement Rs. \_\_\_\_\_
5. Items entered in the Stock Register No. \_\_\_\_\_ and page No. \_\_\_\_\_
6. HEAD OF EXPENDITURE \_\_\_\_\_

Enclosed \_\_\_\_\_ Nos. of bills

Date: \_\_\_\_\_

Signature of the Employee

\*Name \_\_\_\_\_

\*Designation \_\_\_\_\_

Date: \_\_\_\_\_

Signature of HOD

\*Name \_\_\_\_\_

\*Designation \_\_\_\_\_

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### **For Accounts Branch Use only**

An amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
may be reimbursed to Sri \_\_\_\_\_.

Dealing Assistant

Deputy Registrar (A/Cs)

Registrar

Director

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CHEQUE NO. \_\_\_\_\_ DATED \_\_\_\_\_.



