# JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT, HP

**TA CLAIMFORM FOR GUEST LECTURE**

Name: ……………………………………………………… Purpose: ………………………………………………..

Lecture Given on: …………………………………………

|  |  |  |
| --- | --- | --- |
| **A - Honorarium** | **Rs.** |  |
| **Journey Details** |
| **B - Inward Journey** |
| **Sl. No.** | **Date of Travel** | **From** | **To** | **Travel by Rail****/Air//Bus/Taxi/Ow n Car** | **Class of Travel** | **Amount Rs.** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| **C - Proposed outward Journey** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

Total Expenses (A + B + C) = Bank Details: Please also enclose a Cancelled Cheque / First page of Bank passbook.

|  |  |
| --- | --- |
| **Account Holder’s Name:** |  |
| **Name of the Bank which TA claim is to be reimbursed:** |  |
| **Branch Name of Bank :** |  |
| **Account Number :** |  |
| **IFSC Code:** |  |
| **PAN :** |  |

Certified that I have travelled from …….…………..………… and will travel to as per the above details.

Signature of Claimant: …………………

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Signature of Coordinator: ………….…. Signature of Registrar: ………………..

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For Accounts Use:

Checked by: …………………. Passed For Rs: ……………… Finance Officer: …………..…...

Date: ………………. Date: ………………..