Govt. of National Capital Territory of Delhi
Ch.Brahm Prakash
Government Engineering College, Jaffarpur
(An Institute specializing in Civil & Environmental Engineering)
New Delhi-110073 (www.gecdelhi.ac.in)

VOUCHER FOR REIMBURSEMENT OF CONVEYANCE CHARGES

Name & Designation of the Claimant - _____

Section Office to which attached – _____ Claim for the month of – _____

Address of the Claimant:- _____

Date of Journey	From	To	Distance travelled in K.M.	Mode of Conveyance	Purpose of Journey (in Detail)	Amount Claimed
	Place and Time					
					GRAND TOTAL :-	

Certified that:-

1. I have actually performed the above journey.
2. No. staff car/office vehicle provided to me for the journey.
3. The total amount claimed does not exceed Rs.1,000/- per month.
4. I have not claimed the above amount earlier.
5. No compensatory leave availed for above mentioned period.

Dated :- _____.

_____
Signature of the Claimant

Journey verified by:-_____

Head of Office
(forwarded to Accounts Branch for comments)

Accounts Officer

Head of Office
Submitted to Principal/HOD for approval and the expenditure involved on this account will be debited to the Major Head "2203", K-1(1)-Technical Education, K.1(1)-Engineering/Technical Colleges/Institutes, K-1(1)(1)-Govt. Engineering College, Jaffarpur, K.1(1)(1)(3)- Office Expenses (PLAN) for the current financial year 2011-12.

Principal/HOD

Head of Office

Forwarded to Accounts Officer for further necessary action.