

TRAVEL EXPENSE CLAIM (TEC)										
SECTION I: Member Details										
Name (in CAPS)				ERP Code						
Title / Designation				Mobile #						
Department, Function/School				Mode of Travel						
Destination (City, Country)				Travel Start Date						
Date of submitting TEC				Travel Return Date						
SECTION II: Travel Expense Details										
<i>(Please mention details of all expenses for which reimbursements are being claimed, expenses directly paid by University are to declared in Section III; All figures in Rupees)</i>										
S No	Date (mm/dd/yyyy)	Bill No	Cost of Ticketing	Airport / Station Transfers	Boarding	Lodging	Misc		Registration Fees	Entertainment Expenses
							Type	Amt		
Total										[= "A"]

SECTION III: Travel Expense Summation



A.	Total Expense Claim (A)	
B.	Advance Issued (B)	
C.	Advance / Forex Returned (C)	
D.	Net Payable To or Recoverable From Member (D = A - B + C)	

E.	Other Expenses Directly billed to the University		
S No	Date	Description	Total
		Total	

SECTION IV: Certification

I hereby certify that all the above mentioned expenses are related to travel undertaken for official purposes and the stated travel purpose was approved prior to actual travel by the approving authority. I also certify that that I have not, and will not, recieved reimbursements from any other source for the expenses claimed here.

Member Signature	Member Name	Date

SECTION V: Approvals (Required only if Total Expense Claim exceeds the amount mentioned in TRF)

	Head of Department or Reporting Manager	Director or Head of Enabling Function
Signature:		
Name:		
Date:		

SECTION VI: For Office Use

Date of Receipt	Processed Date	Remarks

SECTION VII: Instructions

1. In Section II, insert more row if required.
2. TEC form should be submitted to Finance within 45 days of completion of Travel
3. Please attach original paid receipts or bills for expenses being claimed and declaration for lost bills (Annexure VI) as applicable