



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Sector-16 C, Dwarka Delhi – 110078**

{FOR RE-IMBURSEMENT OF HOSPITALITY EXPENSES}

Department/Office of : .....  
 {V.C.Sectt./Registrar/COF/COE/Director/Deans of University Schools etc... }

For the month of : ..... 201\_\_\_ Employee Code: .....

S.No	Description	Bill No. & date	Amount (Rs.)
1			
2			
3			
4			
5			
6			
		Total	

Certified that:-

- to the best of my knowledge & belief, the payments entered in this bill have been duly made to the parties entitled to receive them and relevant sub-vouchers as mentioned in the bill have been annexed.
- the sub-vouchers have been verified/countersigned by me, being the recipient of the reimbursement on hospitality expenses.
- the monetary limits prescribed by the GGSIPU i.r.o. hospitality expenses \*have not been exceeded/have been exceeded but the payment/reimbursement be restricted to the monetary limit for which I am entitled.

\*strike out whichever is not applicable.

In case of computer generated cash bills, in addition to original bills, a legible photocopy of the same duly verified be attached.

Abstract of claim	
Advance drawn	Rs. ....
Expenditure claimed (restricted to admissibility)	Rs. ....
Bal. payment/reimbursement claimed	Rs. ....
Rupees .....only	

P.S./Dealing Assistant

Name & signature of the entitled officer with office stamp.



FOR USE IN FINANCE & ACCOUNTS DEPARTMENT

I have checked the bill w.r.t. to the sub-vouchers and the same is found in order. The claim may be admitted/sanctioned for Rs.....

Accounts Asstt./Accountant

**Expenditure/reimbursement sanctioned**

A.A.O

F.O