## University of Vavuniya, Sri Lanka Travelling Claim

## Payable within 30 days from the date of issue

Financial Year:			Voucher No	) :
Head/Estimate:			Date	
Name of Officer:				lary :
Designation :			Combined A	Allowance :
Department :				
Travelling on official duty from (place) purpose of				
	Rs.	Cts.	<i>y'</i> =	Bureau
1. Transport Allowance (details overhead)				<u>Bursar</u>
2. Combined Allowance (details overleaf)		The same		Certified Correct
3. Total Amount claimed	T	1 - 12	res i N e e n	Head of Department
4. Less: Advance received				Head of Department
5. Balance payable		51	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Date:
State Nature of duty performed				Certified correct / Payment authorized
				Dean / Registrar
I certify that the above claim amounting to R	Rs. (in word	ds)		
		8		Date:Payment Authorized
and cts				
correct statement of travelling performed, b			•	•
travelling expenses were necessary and ac	tually incu	arred, that t	the rates charg	ged Vice Chancellor
are fair & reasonable and in accordance wit performed by the quickest possible route ar	_			I Date.
to University having regard to the nature of			ng readt empen	2
Ci		Data		
Signature of Claimant	: -	Date		
Received from the University of Vavuniya, a	sum of Rs.			
				OFFICE USE ONLY
			and cts.	Checked and found to be in order
only				Subject Clark
			a c	Subject Clerk Date
			a 1,2 18 1,2 18	
Signature of Recipient		Date		Certified for Payment
Shroff		Date		AB/SAB/DB Date

>		F					Transport Alloward	Mowon			Explanatory	
Year	Ţ.	bai oscola)	e valicato		12		Hansport	Allowalice			Remarks	-
		(Please Indicate am/pm clearly)	laicate learly)							Logida A		
th.	Date	Departure	Arrival	Starting Place	2	Mode of conveyance and	Fare		Amount of Mileage	Allowance	for stay over three days at any one	
	Я	33		e) E	Place Visited	class of fare that is claimed	Rs. Cts.	Mileage	Rs. Cts.	Rs. Cts.	place	
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				TC	Total							

\* Registration Number of the Vehicle and weight to be written

<sup>\*\*</sup> Address of the Vavuniya Residence & Temporary Residence to be written