

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:

Monthly Salary :

Designation :

Combined Allowance :

Department :

Travelling on official duty from (place) to (place) for the purpose of

1. Transport Allowance (details overhead)
2. Combined Allowance (details overleaf)
3. Total Amount claimed
4. Less: Advance received
5. Balance payable

Rs.	Cts.

State Nature of duty performed

I certify that the above claim amounting to Rs. (in words)

.....and cts. only, contains a correct statement of travelling performed, by me on the University service that the travelling expenses were necessary and actually incurred, that the rates charged are fair & reasonable and in accordance with regulations, and that the journey was performed by the quickest possible route and in a manner involving least expenses to University having regard to the nature of service.

Signature of Claimant

Date

Received from the University of Vavuniya, a sum of Rs.

..... and cts. only

Signature of Recipient

Date

Shroff

Date

Bursar

Certified Correct

Head of Department

Date:

Certified correct / Payment authorized

Dean / Registrar

Date: Payment Authorized

Vice Chancellor

Date :

OFFICE USE ONLY

Checked and found to be in order

Subject Clerk

Date

Certified for Payment

AB/SAB/DB

Date

