



भारतीय समुद्रीय विश्वविद्यालय / INDIAN MARITIME UNIVERSITY,
मुंबई पोर्ट परिसर / MUMBAI PORT CAMPUS
हे बंदर रोड , मुंबई / HAY BUNDER ROAD, MUMBAI - 400 033.

अंतिम टूर दावा / FINAL TOUR CLAIM

1. Name of the employee : _____
2. E Code : _____
3. Designation : _____
4. Basic Pay : Band Pay : Rs. _____
Grade Pay : Rs. _____
Pay Matrix Level : _____
Basic Pay : Rs. _____
LS Amount : Rs. _____
5. Period of tour : From _____ to _____
6. Date of draw of advance : _____
7. Amount of Advance drawn : Rs. _____
8. Purpose : _____
9. Journey particulars : _____

Date & Time	From	To	No of KMs	Mode of Travel	Amount Paid Rs.	Class of Travel	Ticket / PNR Number/ Bill/ Receipt No
TOTAL							

10. Reimbursement of Hotel/Guest House accommodation charges :

Dates of Stay		No of Days	Name of the Hotel/Guest House	Amount Paid Rs.
From	To			
NIL				
TOTAL				

		:::2:::	
11.	Daily Allowance Food Bills (From _____ to _____)	:	Rs. _____
12.	Others	:	Rs. _____
13.	Total of Col.9 to 12	:	Rs. _____
14.	<u>Less:</u> Advance drawn	:	Rs. _____
15.	Balance payable by office	:	Rs. _____
16.	Refundable to office	:	Rs. _____
17.	Balance refunded	:	Rs. _____

Certificates:

1. Certified that the claim for journeys mentioned in this bill has not been preferred or nor paid from any other source.
2. Certified that the amount claimed in this bill if found excess later on, the excess amount so claimed any, may be recovered from my salary
3. Certified that I have not claimed DA / Hotel / Conveyance for the days I availed leave during tour.
4. Certified that distance for road journeys shown in the bill are correct to the best of my knowledge and belief.
5. Certified that I have travelled in a class of accommodation not lower than that for which fares were claimed in this bill and to which I am entitled.
6. Certified that I was / was not treated as a guest of a Government or an Institution and was/ was not allowed free boarding and/or lodging at the expense of that Government or the Institution visited.

Employee Signature: _____

Date : _____

Counter signature of HOD
with recommendations

[Finance & Accounts]

Passed for	Rs. _____
<u>Less:</u> Advance paid (PV No: _____ Date: _____)	Rs. _____
Balance payable by office	Rs. _____
Balance refundable to office	Rs. _____
Balance refunded	Rs. _____

कार्य सहायक
Dealing Asstt.

सहायक कुलसचिव (वित्त)
Asstt. Registrar(F)

उप कुलसचिव (प्रशासन)
Dy.Registrar (Admin)

निदेशक (प्र)
Director(i/c)