

**Declaration**

**Expenditure incurred on account of Food Bills during Tour**

This is to certify that Sri/Smt/Ms. \_\_\_\_\_ (Name of the Official) was on official tour of \_\_\_\_\_ (Place of touring station) from \_\_\_\_\_ (commencement date of journey to \_\_\_\_\_ (concluding date of journey) (total \_\_\_\_\_ days and incurred expenditure on account of my food bills amounting to Rs \_\_\_\_\_ @ Rs \_\_\_\_\_ per day). It is also certified that I have not been issued with any receipt with any receipt on account of payment made towards my food bills as the Hotel / Restaurant / Stall where I has taken Meal /Snacks / Beverages had no receipt book with them.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

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**Declaration**

**Expenditure incurred on account of Local Travel during Tour**

This is to certify that Sri/Smt/Ms. \_\_\_\_\_ (Name of the Official) was on official tour of \_\_\_\_\_ (Place of touring station) from \_\_\_\_\_ (commencement date of journey to \_\_\_\_\_ (concluding date of journey) (total \_\_\_\_\_ days and incurred expenditure on account of local travel amounting to Rs \_\_\_\_\_). It is also certified that I have not been issued with any receipt with any receipt on account of payment made towards my local travel had no receipt book with them.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_