

**University of Management and Technology**

**Sialkot Campus**

**Expense Adjustment Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Employee ID** | **Department** | **Date** |
|  |  |  |  |

**Funds Received in Advance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Serial No.** | **Date** | **Advance Detail** | **Amount** Rs | **Ref. No.** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Expenses for Adjustment**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Serial** |  |  | **Amount** | **Chargeable** |  |  |
| **No** | **Date** | **Detail of Expenditure Incurred** | **Rs.** | **Ps** | **to** | **Remarks** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Balance Refunded / To be received to / from Finance Dept.** (if any)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Receipt No. | **(A – B)** | Rs. | Ps. |  |
|  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Enclosure(s): All Original Bills/Receipts

|  |  |  |
| --- | --- | --- |
| **Signatures** | **Checked by** | **Approved by Director Campus** |