

**University of Management and Technology**

**Sialkot Campus**

**TA/DA Expense Claim Form**

Name

Designation

Code

School / Department

Purpose of Travel

***Detail of Travelling:***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Station** | **Departure** | |  |  | **Arrival** | | **Mode of** | **Amount** |  |
| *Time* |  | *Date* | *Time* |  | *Date* | **Journey** |  |
|  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

***Note: in case of Travel by air, attach original tickets***

***Daily Allowance:***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Period of Stay** | |  | **No. of Days** | **Rate** | **Amount** |  |
| *From* |  |  | *To* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

***Detail of original Expenses (supported with receipts)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Receipt #** | **Details** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Amount of Total Claims:** | |  |  |  |  |
|  |  |  |  |  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signatures of Claimant | | Approval by COD/Supervisor | | | Approval by Director Campus |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | ***For only use of Office of Treasurer*** | | |  |
|  | |  |  |  |  |
| **Amount sanctioned** |  |  |  |  |  |
|  |  |  |  |  |  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Checked by: | |  |  |  | Sanctioned By: |