

EXPENDITURE INCURRED ON ACCOUNT OF FOOD BILLS DURING TOUR

This is to certify that Shri / Smt / Miss
..... (Name of the official) was on official
tour at (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..... (@ of Rs..... Per day).

It is also certified that I have not been issued with any receipt on account of
payments made towards my food bills as the Hotel / Restaurant / Stall where I had taken
meal / snacks / beverages had no receipt book with them.

Signature

Name

Designation

Audit Party No.....