

# Proforma for claiming reimbursement of official hospitality expenditure

1.	Name of the officer						
2.	Designation						
3.	Employee Code						
4.	Name of the bank of the claimant						
5.	Bank Account number of claimant						
6.	IFSC code						
7.	Number of working days on which officer attended the office (excluding Tour/Training etc.)	Year :-			Year :-		
		Month	Days	Amount	Month	Days	Amount
		January			July		
		February			August		
		March			September		
		April			October		
		May			November		
		June			December		
8.	Total amount claimed						

## Certificate

I hereby certify that I have spent Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)  
towards expenditure on official hospitality for the period mentioned below:

i) January – June

Or

ii) July – December

(Only one option is to be ticked)

Date\_\_\_\_\_

Signautre  
Name  
Contact number