

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 : _____

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 : _____