



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA
HIMACHAL PRADESH**

An Institute of National Importance under MoE

Saloh, Una – 177 209

Website: www.iiitu.ac.in

Date:

Advance Settlement and Reimbursement Request Form

1. Name of Officer/Faculty/Staff :
2. Designation :
3. Amount of Advance Received :
4. Total Amount Spent :
5. Less Advance received :
6. Amount for reimbursement :
7. Purpose :
8. Are bills enclosed? :
9. Summary of Expenditure :

S. No.	Item	Amount
1	Registration Fee	
2	Travelling Expenses	
3	Stay Charges & Food Expenses	
4	VISA Fees	
5	Others (Specify)	
Total Amount		

(Rupees..... only)

CERTIFICATE

The Expenditure incurred in this request form is for official purpose of

Signature of Claimant

Name: -----