



# POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY



## CASH ADVANCE REQUISITION SLIP

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Sir,  
 Kindly allow me a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )  
 as an Advance against My: SALARY ACCOUNT  IMPREST  EXPENSE  STAFF LOAN

- 1). Purpose \_\_\_\_\_  
 1). For every expense carried out authentic bill is a must.      2). Settle entire advance within 07(seven) days of completion of the work .  
 3). If, not settled within given time period the same may be transfer to personal account as advance and liable to deduct from salary of that particular month with interest

Approved for Rs. ....(in words).....)		
HOD	Director	Registrar

Signature with Date



# POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY



## CASH ADVANCE REQUISITION SLIP

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Sir,  
 Kindly allow me a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )  
 as an Advance against My: SALARY ACCOUNT  IMPREST  EXPENSE  STAFF LOAN

- 1). Purpose \_\_\_\_\_  
 1). For every expense carried out authentic bill is a must.      2). Settle entire advance within 07(seven) days of completion of the work .  
 3). If, not settled within given time period the same may be transfer to personal account as advance and liable to deduct from salary of that particular month with interest

Approved for Rs. ....(in words).....)		
HOD	Director	Registrar

Signature with Date



## TRAVEL EXPENSES REPORT

<b>Name of Campus:-</b>						<b>Purpose of journey:-</b>						
<b>Department :-</b>			<b>Name:-</b>			<b>Permitted by:-</b>						
			<b>Designation:-</b>			<b>Journey Verified by:-</b>						
						<b>Signature:-</b>						
<b>(A) Details of Journey:-</b>												
Departure;			Arrival			Mode	Ticket no:		Amount			
Date	Time	Station	Date	Time	Station				Rs/.	P.		
							<b>Total (A)</b>					
<b>(B) Halting Allowance:-</b>												
Station		Place of Stay			Rent D/A		No of Days:		Rs/.		P.	
							<b>Total (B)</b>					
<b>(C) Local Conveyance &amp; Other Charges:</b>										<b>Rs/.</b>	<b>P.</b>	
1)												
2)												
3)												
4)												
5)												
6)												
7)												
8)												
9)												
10)												
										<b>Total:- C</b>		
<b>I undertake that:</b>						<b>Grand Total (A+B+C)</b>						
1. This bill has been charged as per norms.						<b>Advavance for Rs/.</b> _____ <b>Net Amount Payable / Receivable</b> _____ <b>Approved for Rs/.</b> _____ <b>(in words:-</b> _____						
2. No claim for this bill has been made far.												
3. I have enclosed separate bill for all expenses wherever.												
Date:- _____						<b>Authorised Signature:</b>						
Signature of Claimant:- _____												