

CERTIFICATE

It is certified that I have incurred an amount of Rs...../- towards **travel** within the city while performing my official tour to from to as per the details given below. The same may kindly be reimbursed as per eligibility subject to ratification by audit later. I undertake to refund any excess amount if observed by audit later.

1st Day (Dated)

2nd Day (Dated)

3rd Day (Dated)

4th Day (Dated)

(Signature of the Govt. Employee)

CERTIFICATE

It is certified that I have incurred an amount of Rs...../- towards **food** while performing my official tour to from to as per the details given below. The same may kindly be reimbursed as per eligibility subject to ratification by audit later. I undertake to refund any excess amount if observed by audit later.

1st Day (Dated)

2nd Day (Dated)

3rd Day (Dated)

4th Day (Dated)

(Signature of the Govt. Employee)

