ANNEXURE-I

Certified Voucher No. Dated

EXPENDITURE INCCURRED OF ACCOUNT OF FOOD BILLS DURING TOUR

 This is to certify that I..........................................................(Name &

Designation of the official) was on official tour at ...................(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 issued with any receipt on account of payment made towards my food bills as the hotel/Restaurant/stall where I had taken meal/snacks/beverage had no receipt book with them.

|  |  |
| --- | --- |
| Signature Name Designation  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |

EXPENDITURE INCCURRED OF ACCOUNT OF FOOD BILLS DURING TOUR

This is to certify that I……………………………………………………………………….. (Name & designation of the official) was on official tour at…………………………………….(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……….. @ OfRs ..... Per day

It is also certified that I have not issued with any receipt on account of payment made towards my food bills as the hote/Restaurant/stall where I had taken meal/snacks/beverage had no receipt book with them.

 Signature:

 Name:

 Designation: