

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) (Totaldays) 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

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