

CERTIFICATE

Expenditure incurred on account of food bills during tour

This is to certify that I Prof./Dr./Shri (name and designation), was on tour/visit on project work to(Place) from (*commencement date of journey*) to (*concluding date of journey*) (total days) and incurred expenditure on account of my food amounting to Rs (@ *Rs. per day*) which was within my entitlement.

It is also certified that I have not been issued with any receipt on account of payments made towards my food bills as the Hotel/ Restaurant/ Stall where I had taken my meal/ snacks/ beverages had no receipt books with them.

Date:

Signature.....

Name:

Designation:

Unit/School/Section: