

CLAIM SUBMISSION FORMAT FOR MASTER TRAINER/DESIGNER

STATEMENT OF EXPENDITURE FOR REIMBURSEMENT OF TA/DA
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Name of the Master Trainer/Designer :

Name of the Agency :

Name of the Activity				
Location with detailed address				
Product Mix				
Duration				
Amount as per Budget				
Amount released (60 %)				
Expenditure Incurred (as per details given below:)				
Sl. No.	Head of Expenditure	Serial No. of Voucher(s)	Amount as per Voucher	Total expenditure for the head
1.	Travel			
2.	Boarding			
3.	Lodging			

I hereby declared that above expenditure has been incurred by me and the informations/submission made in this claim, if proved incorrect or false, will render me liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

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Signature of the Master Trainer/ Designer

NB: Expenditure related bills, vouchers, challans etc. properly numbered in ink are to be enclosed with this statement.