



Sr. No.	Particulars of the claim	Amount Spent		Amount Approved ₹
		Foreign Currency	Spent Rupees	
1.	Pune- Mumbai-Pune			
2.	Air Fare			
3.	Visa Fees			
4.	Medical Insurance			
5.	Air port tax			
6.	Accommodation charges			
7.	Per diem			
8.	Registration / Misc.			
<b>Total ₹</b>				
Conversion rate for _____ @ ₹ _____				
<b>Total</b>				
Amount of the support received/ receivable from				
Name : _____				
Actual Expenditure Claimed from Institute				
Advance received from NCRA				
Balance due to Me/ NCRA				
<p>Certified that the expenses claimed are correct and have actually been incurred by me. Hotel charges are exclusive / inclusive of breakfast charges.</p>				
NAME & ID NO. : _____		PAYMENT RECEIVED		
BASIC PAY ₹ : _____		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Revenue Stamp</div>		
		Signature		
Signature		Controlling Officer		Accounts Officer

\*Please attach separate sheet if additional sheet is required.