

FORM: VSSUT/SRIC/05H (P-1)  
SRIC: STANDARD OPERATING MANUAL-2019



No. VSSUT/ / /20

Date:

**PAYMENT FOR TRAVEL ALLOWANCE AND DAILY ALLOWANCE**

- |     |  |  |
|-----|--|--|
| 1.  | “Head of Account”  | Recurring ( <i>sub head: Travels</i> ) |
| 2.  | Name of Funding Agency:  |  |
| 3.  | Scheme of Project Grant:   |  |
| 4.  | Project Title:   |  |
| 5.  | Sanction Order No. and Date:   |  |
| 6.  | Name of Principal Investigator (PI):                                   |  |
| 7.  | Department:  |  |
| 8.  | Name and designation of the Person Travelling:<br>(if other than PI)   |  |
| 9.  | Total Amount of Approved Grant:  | ₹                                      |
| 10. | Total Approved Amount under Recurring:<br>( <i>sub head: Travels</i> ) | ₹                                      |
| 11. | Total Amount Spend so far:   | ₹                                      |
| 12. | Total Balance Amount so far:   | ₹                                      |
| 13. | Total Travel Expenses Claimed (Enclose P-2):                           | ₹                                      |
| 14. | Mention amount of Advance Taken & Date:                                | ₹                                      |
| 15. | Balance to be Paid or Refunded:  | ₹                                      |

This is certified that I have travelled as per the itinerary enclosed (p-2) for the purpose of the project. During my travel, I have completed the task as enclosed (p-3). This is submitted and recommended for pass and payment for an amount as mentioned in #13 above out of project grant.

Principal Investigator

Co-Investigator

Head of the Department

(Attach duly filled up P-2 &amp; P-3 of this form.)

FOR SRIC OFFICE USE ONLY

Remarks: Verified the details mentioned above and found satisfactory. Recorded in the project file no:

Dealing Assistant

Associate to Dean (SRIC)

Approved by Vice-chancellor on Date:

Submitted for pass and payment of the amount:

Under ₹	Passed for payment of ₹	(Rupees	
only) and Paid vide Cheque No.	Date:	Voucher no.	Entered in cash book page No.
RTGS/NEFT UTIR No.	Date:	of Bank Name:	

Dealing Assistant

Comptroller of Finance

FORM: VSSUT/SRIC/05H (P-2)  
 SRIC: STANDARD OPERATING MANUAL-2019



DETAILS OF TRAVEL

Date & Time	From-To Station	Mode of Travel	Stay at a station (Yes/NO)	Total estimated Expenses (₹)
A.	Total Travel Expenses			
B	Accommodation Charges			
C	Local conveyance			
D	No of days for which DA shall be claimed			
	Total Amount (₹) (A+B+C+D)			
	Total Amount in words (Rupees)			

Principal Investigator

Co-Investigator

Head of the Department

(NB: Attach extra sheets if necessary)

FORM: VSSUT/SRIC/05H (P-3)  
SRIC: STANDARD OPERATING MANUAL-2019

## DETAILS OF WORK COMPLETED DURING TRAVEL (TOUR DIARY)

Sl. No.	Date	Stay at a station (Yes/NO)	Details of Work Completed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Principal Investigator

Co-Investigator

Head of the Department

(NB: Attach extra sheets if necessary)