

SETT

Date : _____

The Principal,
KV IIT Campus,
Chennai - 36.

Sub: Settlement / Reimbursement of Bill/s.

Sir,

I hereby submit the bill for / of reimbursement / adjustment for the advance taken on _____ Rs. _____ towards the expenditure incurred for _____ for escorting _____ no. of students.

No.	Bill No	Date	Particulars	Amount
			Total Expenditure	

Advance taken : Rs. _____

Expenditure incurred : Rs. _____

Balance to refund / : Rs. _____

Expenditure to be reimbursed : Rs. _____

Signature : _____

Name : _____

Designation : _____

FOR OFFICE USE ONLY

Balance of Rs. _____ refunded vide Cash/Cheque No. _____ dated _____

Issued CS 12 No. _____ dated _____ deposited in bank on _____

PASSED FOR PAYMENT : Rs. _____ UDC: _____ PRINCIPAL: _____

Reimbursed Over Expd. incurred - Chq No. _____ dated _____ UDC : _____