

**ABES Engineering College, Ghaziabad
ABES Business School, Ghaziabad**

Reimbursement Claim after Participating in Technical Fest / Cultural Activities / Sports & Games

Name: _____ Admission No: _____ Course / Branch: _____

Semester: _____ Year: _____ Mobile No: _____ was permitted to attend Cultural Activities / Sports & Games held on date _____ at (Venue) _____

(Copy of permission letter, Form No.S-26 attached)

The Actual expenditure Incurred by me / our team is appended below:

1. For Registration Fee Rs. _____
2. For T. A. Rs. _____
3. For D. A. Rs. _____

(Attach the Original Registration slip, Travel Tickets, and any other bill / receipt)

The expenses claimed as per the approval:

Full / Part Registration Fee	Rs. _____
Full / Part T. A.	Rs. _____
Full / Part D. A.	Rs. _____
Total	Rs. _____
Advance Drawn, if any	Rs. _____
Claim / Refund	Rs. _____
(Rupees _____)	

Date: _____ **Signature of the Student** _____

Remarks by the Club Counselor / Faculty Co-ordinator

Remarks by the HOD:

Date: _____ **Signature of HOD** _____

Remarks by DOSW

- (i) The trophy / award / prizes received for the college have been deposited with DOSW

Date: _____ **Signature of DOSW** _____

Remarks by the Chairman / Co-chairman of the clubs

Date: _____ **Signature of the Chairman of the Club** _____

Approval by the Director

Signature of Verifying Authority (Registrar / Dy. Registrar)

Signature of Director

Date: _____

Date: _____

Space for Accounts Section:-

Form No: S-27 : Instructions

Actions Before submitting the Form S-27:

1. Deposit trophy / award / prize meant for college to the DOSW & obtain signature on the form.

Documents to be submitted with Form S-27:

1. Form S-26 duly approved.
2. Original Receipt of the registration fee, if applicable.
3. Original Tickets (Maximum 50% T.A. is applicable within India but outside NCR as per entitlement of Travel class if approved).
4. Receipts of expenses on boarding & lodging and meals (Maximum 50% D. A. is applicable within India but outside NCR as per entitlement of boarding & lodging if approved).
5. Photocopy of the Certificate giving a proof of attending the Technical Fest / Cultural Activities / Sports & Games etc.

Handling of Application Form:

