

**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:**