

EXPENDITURE INCURRED ON ACCOUNT OF FOOD BILLS DURING TOUR.

This is to certify that Shri/Smt./Miss.....
(Name of the officer/official) was on official tour at(Place of
touring Station) from (commencement date of journey) to
..... (concluding date of journey) (Total days) and incurred expenditure
on account of my food bills amounting to Rs. @ of Rs..... per day.

It is also certified that I have not been issued with any receipt on account of
payments made towards my food bills as the Hotel/Restaurant/Stall where I had taken
meal/snacks/beverage had no receipt book with them.

Signature.....

Name.....

Designation

Empid No.....