

Subject- Reimbursement of Hospitality expenses in office incurred by the SAOS of Indian Audit and Accounts Department - regarding.

Proforma

Proforma for claiming reimbursement of official hospitality expenditure

1.	Name of the officer						
2.	Designation						
3.	Employee Code						
4.	Name of the Bank of the claimant						
5.	Bank Account number						
6.	IFSC code						
7.	Number of working days on which officer attended the office (excluding Tour/Training etc.)	Year:			Year:- 2024		
		Month	Days	Amount	Month	Days	Amount
		January	--	--	July		
		February	--	--	August		
		March	--	--	September		
		April	--	--	October		
		May	--	--	November		
		June	--	--	December		
				--	--		
8.	Total amount claimed	(Rs. -----only)					

Certificate

I hereby certify that I have spent Rs. () towards expenditure on official hospitality for the period mentioned below:-

- iii) January-June 2024
 - Or
 - iv) July-December 2024
- (only one option is to be ticked)

Date: January 2025

Signature:-----

Name:-

Contact No.