DECLARATION

**Expenditure Incurred on Account of Local Travel During Tour**

This is to certify that Shri/Smt/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the official) was on official tour of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Place of touring station) from\_\_\_\_\_\_\_\_\_ (commencement date of journey) to \_\_\_\_\_\_\_\_\_\_\_\_ (concluding date of journey) (Total \_\_\_\_ days) and incurred expenditure on account of local travel amounting to Rs.\_\_\_\_\_\_/- .

It is also certified that I have not been issued with any receipt on account of payment made towards my local travel as the driver had no receipt book with them.

Signature: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_