



SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL
(An Institute of National Importance created by an Act of Parliament)

Office of the Dean – Research and Development

REIMBURSEMENT OF EXPENSES

Date: _____

1. Project Name _____ Balance As On Date: _____
2. Name & Designation of PI: _____
3. PF. No. : _____
4. Bill Amount : _____
 - a. Attach bills duly self verified.
 - b. Undertaking to be attached in case original bill is not available.
 - c. Summary of Expenses.
5. Purpose of Expense : _____
6. Total Amount Claimed : _____

(Signature of the Applicant)

Date: _____

PI

Dean – R & D

Director

Payment Voucher (Fill up by Account Section)

Vr. No.dt. Account Head

Drawn Vide: Cash/Cheque No _____ Dt _____ Amount.....

Accountant

Section Officer

Deputy Registrar

Registrar