

NILSAC Reimbursement Form					
			Kindly Tick		
Moot Court					
Debate					
ADR					
Seminar					
Others					
Event Name:					
Venue:					
Date:					
Status of the participation - Winner/Runner Up/Semi Finalist/Quarter					
Details of Participants					
Sr. No.	Name of student	Roll No.	Batch	Semester	Division
1					
2					
3					
4					
5					
6					
7					

CHECKLIST OF DOCUMENTS SUBMISSION*					
Sr. No.	Documents	YES	NO	If NO, then pl. state the reason	For Office (verified)
1	Whether Order/Application duly approved by HoI				
2	Whether Certificate of Attendance submitted				
3	Whether duly signed Event Report submitted				
4	Whether Memorials submitted - for moot court				
5	Whether Trophy/ies(if any) submitted				
6	Whether Compendium submitted - for moot court				
7	Whether registration fee receipt submitted.				
8	Whether copy of travel tickets submitted				
9	Whether copy of accommodation receipt submitted .				
10	Whether copy of Printing of stationery submitted.				
11	Whether a copy of Certificate of Winner/Runner up/Semi Finalist/Quarter Finalist/Participation is submitted.				
12	Whether copy of cancelled cheqe submitted.				

DETAILS OF EXPENDITURE					
Sr. No.	Particulars (Head)	Whether claiming (Yes/No)	Whether Original doc/receipt submitted (Yes/No)	Actual Expenses	Approved Amount
1	Registration Fee				
2	Travel Expenses (Train/Bus)**				
3	Accommodation Expenses(If any)***				
4	Photocopy Expenses(self attested)				
5	Any Other (Specify) (Subject to approval of HoI)				
	Total Amount (Rs)				
*	Any claim without supporting documents/receipts, will not be accepted and considered for reimbursement.				
**	Only Train(3AC)/Bus travel is eligible for reimbursement. If travelled in any other mode including flight, then pl. calculate the claim as per the eligible mode and submit along with copy of the proof of calculation of eligible fare(copy of the 3AC fare details)				
***	If accommodation is provided by the organizers, please furnish details				

Name of Student/s to whom the Cheque/DD/NEFT should be issued/made: (In Block Letters)*		
* Note: A copy of the cancelled cheque of the student should be attached along with the application form		
Declaration: I/We hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it and will not be eligible to get reimbursement.		
Sr. No.	Name	Signature
1		
2		
3		
4		
5		
6		
7		

Final Approved Amount

--

Checked by

Faculty Coordinator Name

Signature

Verified by

Account Section - ILNU

Faculty Advisor-NILSAC

Chief Patron - NILSAC