



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का एक स्वायत्त संस्थान)

Institute of Nano Science and Technology

(An Autonomous Institute of Department of Science and Technology, Govt. of India)

**Form No.11**

**CLAIM FOR REIMBURSEMENT OF LOCAL JOURNEY**

(For officials use)

Name of the Employee: \_\_\_\_\_

Designation/Position: \_\_\_\_\_

Purpose of journey : \_\_\_\_\_

**DETAILS OF LOCAL JOURNEY**

Sr. No.	Date	Local Journey From	Journey Performed To	Mode of Conveyance	Distance in Kms.	Amount Paid (attach receipt / bill)

It is certified that the above journey was performed for official purpose. You are requested to reimburse me total claim of Rs. \_\_\_\_\_

Date: \_\_\_\_\_

Signature of claimant

Head of Office