**GOPAL KRISHNA**

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

Gaurahari Vihar, Raniput, Jeypore, Dist: Koraput, Odisha – 764005

**TOUR REPORT**

**Staff 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Staff 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_**

**Staff 3: \_\_\_\_\_ \_\_ Staff 4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **No.** | **Particulars** | **Details** |
| **1.** | **Place** |  |  |
| **2.** | **Work** |  |  |
| **3.** | **Dates** |  |  |

|  |
| --- |
| **Long Distance Travel - Detailed Statement** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
|  | Total -  |  |

|  |
| --- |
| **Short Distance - Taxi/Auto - Detailed Statement** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **3.** |  |  |  |  |
| **4.** |  |  |  |  |
| **5.** |  |  |  |  |
| **6.** |  |  |  |  |
| **7.** |  |  |  |  |
| **8.** |  |  |  |  |
|  | Total -  |  |

|  |
| --- |
| **Miscellaneous - Detailed Statement** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** |  |  |
| **4.** |  |  |
| **5.** |  |  |
|  | Total -  |  |

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**TOUR REPORT**

|  |
| --- |
| **TOTAL EXPENDITURE STATEMENT** |
| **No.** | **Particulars** | **Amount** |
| 1. | Travel - |  |  |
| 2. | Lodge -  |  |  |
| 3. | DA -  |  |  |
| 4. | Misc -  |  |  |
|  | Total -  |  |

 Signature of Claimant

|  |  |
| --- | --- |
| **Total Expenditure** |  |
| **Advance Received** |  |
| **Amount to Refund** |  |
| **Amount to Receive** |  |

**Verified:**

|  |  |  |
| --- | --- | --- |
| **PRINCIPAL** | **A/O** | **A/C SECTION** |
|  |  |  |

Extra Amount Received / Refunded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Claimant