संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, संगरुर, पंजाब - १४८ १०६
[भारत सरकार द्वारा स्थापित]

Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab – 148106
(Established by Govt. of India)
Deemed-to-be-University
(U/S 3 of UGC Act 1956)

PROFORMA OF REIMBURSEMENT CLAIM (TELEPHONE & OTHERS):

Name of Employee & Designation	
Name of Department	
Saving Bank Account No.:	

Sr. No.	Bill No.	Date	Name of Party	Period/Month	Amount
				Total	

All the original bills / voucher are attached and purchase / expenditure has been procured as per rule, certified that all the above payment has been verified & paid by me and expenditure / Bills has been entered in departmental stock register / expenses control register. Administrative and Financial approval for the above purpose is enclosed at page No.....

SIGNATURE OF THE CLAIMANT & DATE

Recommended for reimbursement of Rs..... .

HOD / SECTION INCHARGE & DATE

Dy. Registrar (Accounts & Audit)