

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE,
MATUNGA, MUMBAI 19.**

Employee Name:

Date:

Advance Received Amt.:

Debit Account:

Purpose:

SUMMARY OF ADVANCE AMOUNT EXPENSES

SN.	EXPENDITURE INCURRED FOR	VIDE BILL NO.	EXP. AMT.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
	Exp. Total		
	Adv. Received Amt.		
	Balance Refund / Excess Exp. Incurred		
	Refund Receipt No. dt.		
	TOTAL EXPENSES		

Advance may get settle with above said expenditure documents (all documents enclosed)

Claimant Signature

Head of the Department