



# MEENAKSHI ARTS & SCIENCE COLLEGE

(A Co-Educational Institution, Affiliated to Madurai Kamaraj University, Madurai)

**Dindigul**

## TA & DA CLAIM FORM

NAME OF THE FACULTY:

DEPARTMENT:

DESIGNATION:

Purpose of Travel:						
Date(s)	Details			Amount	N Total	Bill Nos
		From	To			
	Travel and Subsistence					
	Travel and Subsistence					
	Travel and Subsistence					
	Travel and Subsistence					
	Refreshment					
	Lunch					
	Refreshment					
	Material/ Xerox					
	Others					
<b>G Total</b>						

(Attach all the receipts or vouchers relevant to this expense)

Claim Date:

Total amount Expended _____
Less amount Advanced _____
Due Amount _____

Faculty Signature

Academic Head/VP

Principal

Finance

Manager

(for Finance Section only)
Amount due to Faculty _____
Accountant