

STATEMENT OF EXPENDITURE FORMAT

<u>Ser. No</u>	<u>Description</u>	<u>Bill/ Invoice number</u>	<u>Amount</u>
1	Domestic Travel		
	a.) Rail fair/ Airfare		
	b.) Local conveyance		
2	Accommodation Expenditure		
3	Catering /Food Expenditure		
4	Photocopy/Printing /Typing Expenditure		
5	Stationery/IT Expenditure		
6	Photography/Videography Expenditure		
7	Coordinator/Assistant Pay		
8	Miscellaneous Expenditure		

Note: It is intimated that statements of expenditure format submit along with the bills from 2nd instalment to final instalment for all types of expenditure incurred in connection of the Seminar/Workshop/Webinar. The payment details should be clearly mentioned as per the format mentioned above along with dully attestation by the competent authority/ As per the award letter.