



**HIGHER EDUCATION COMMISSION
H-9, ISLAMABAD (PAKISTAN)**

**Expenditure Reimbursement Form for Travel Grant to Present Paper
(FOR APPLICANTS FROM LOCAL UNIVERSITIES/DAI)**

APPLICANT & EVENT DETAILS:

Name	
CNIC/Passport No.	
University/DAI	
Contact Details	Cell: _____ Email: _____
HEC Award Letter No. and Date:	
<i>Please attach a copy of HEC Award Letter for Ready Reference</i>	

EXPENDITURE DETAILS

Item	Approved Cost (Rs.)	Actual Expenditure (Rs.)	Remarks (if any)
Travel Cost			
Registration Fee			
Accommodation Charges			
Daily Allowance			
Total			

Certified that the above expenditures have been incurred by the applicant to attend the above mentioned event. It is further certified that all the codal formalities and accounting procedures have been followed for the reimbursement of the expenditures.

SIGNATURE OF THE GRANTEE

UNIVERSITY AUDITOR
(Name and Official Stamp)

TREASURER/DIRECTOR (FIN)
(Name and Official Stamp)

HEAD OF INSTITUTION
(Name and Official Stamp)

Dated: _____

Please attach the following with this form:

1. Copy of the relevant pages of the seminar/conference proceedings/abstract/journal showing authors' paper.
2. Program of the event showing time slot of the applicant's presentation in given time slot.
3. Feedback about the event on the attached form (mandatory).