**REIMBURSEMENT CLAIM**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HEC Sanction No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHECKLIST

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| **HEC Requirements** | | |
|  | A copy of HEC Award/Sanction Letter |  |
|  | “Feedback Form” duly signed by applicant and his/her Head of Department |  |
|  | “Expenditure Reimbursement Form” duly signed by applicant |  |
|  | A copy of the relevant pages of Conference/Seminar Proceedings/Abstract Book/Journal showing applicant’s paper |  |
|  | A copy of Event’s Program indicating session/allocated time slot |  |
| **IIU Audit Section Requirements** | | |
|  | Copy of used air ticket/travel agent invoice / Boarding Passes |  |
|  | Receipt for payment of registration fee (in original) |  |
|  | Cash memo on account of accommodation charges |  |
|  | Details of TA/DA on prescribed Performa (without enclosing any documentary evidence against daily allowance) |  |
|  | Justification for not flying with PIA (only for those applicants who travelled through any other airline) |  |
|  | Receipt on a/c of purchase of foreign exchange showing “selling rate” on purchase date OR justification for purchase of foreign currency with a clipping of newspaper showing selling rate on purchase date, duly signed by applicant |  |