**GEETHANJALI COLLEGE OF ENGINEERING & TECHNOLOGY**

**Cheeryal(V), keesara(M), RR Dist – 501301**

**REIMBURSEMENT CLAIM FOR LUNCH EXPENSES (ON OD)**

Name: \_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Emp.Code\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_ OD duration \_\_\_\_\_\_\_\_\_\_ Hrs, from (O/G time) \_\_\_\_\_\_\_\_\_\_\_\_\_ to (incoming time)\_\_\_\_\_\_

0n(date) \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl.No | particulars | Name & location of Hotel/restaurant | Bill No &  Date | Amount  (Rs) | Remarks |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Claimed by:

Recommended by: verified : Approved by :

HOD/Incharge Admin Principal

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