

Date:

To,
The Principal,
Pravin Gandhi College of Law,
Mumbai – 400 056.

Sir,

Sub: - Re-imbursement of Expenses for the Moot Court competition held at _____

We, the following students participated the above competition. The details about the Expenses incurred for the said competition are as follows:-

1. Name of the competition : _____
2. Name of the Organiser : _____
3. Date of competition : _____
4. Name of the participants : 1) _____ Class: _____
2) _____ Class: _____
3) _____ Class: _____
5. Number of actual days of the competition: _____
6. Date of onward journey : _____
7. Date of return journey : _____
8. Total hours of journey (To & fro) : _____
9. Total Amount spent : _____
9. Whether Boarding & Lodging provided by the Organiser (Yes or No) : _____

The necessary vouchers for the expenses are enclosed herewith.

Kindly reimburse the amount as per rules.

Kindly draw the cheque in favour of : _____

Yours faithfully,

Signature:

The details of the competition and the participants are as per record.

Name:

Mob. No.:

Professor In charge

Moot Court Re-imbursement Rules, 2012-2013 onwards

1. Outstation Competition:

- Students are allowed Second class train fare with reservation charges.
- Travel Allowance of Rs.100/- per day or part of day of more than 12 hours for the days of journey. Rs. 60/- if journey is less than 12 hours.
- If Lodging & Boarding provided by the Organiser Rs.100/- per day for the actual days of the competition plus one day preceding.
- If Lodging & Boarding not provided by the Organiser Rs.300/- per day for the actual days of the competition and one day preceding.
- Incidental expenses allowance Rs. 200/- per person.
- Binding charges for Rs.100/- for memorials will be paid per person.

2. Local Competition:

- Local Allowance Rs.100/- for the day of the competition.
- Incidental expenses allowance Rs.200/- per person.
- Binding Charges of Memorial Rs.100/- per person.

For Office Use Only:

- Trainfair : Rs. _____
- Travel Allowance : Rs. _____
- Outstation/Local Allowance : Rs. _____
- Incidental Expenses : Rs. _____
- Binding Charges : Rs. _____
- Registration (Entry) Charges : Rs. _____
- Total Admissible Expenses : Rs. _____
- Advance Paid : Rs. _____
- Admissible Expenses Payable : Rs. _____

Verified by:

- Cheque No. & Date : _____
- In favour of : _____

Principal