

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: \_\_\_\_\_
5. Date of onward journey : \_\_\_\_\_
6. Date of return journey : \_\_\_\_\_
7. Total hours of journey (To & fro) : \_\_\_\_\_
8. 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: \_\_\_\_\_

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

Mob. No.: \_\_\_\_\_

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

\_\_\_\_\_  
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.

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#### 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:

Principal

- Cheque No. & Date : \_\_\_\_\_
- In favour of : \_\_\_\_\_