



**SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL**  
(An Institute of National Importance created by an Act of Parliament)

**Office of the Dean – Research and Development**

**REIMBURSEMENT OF EXPENSES**

Date: \_\_\_\_\_

1. Project Name \_\_\_\_\_ Balance As On Date: \_\_\_\_\_
2. Name & Designation of PI: \_\_\_\_\_
3. PF. No. : \_\_\_\_\_
4. Bill Amount : \_\_\_\_\_
  - a. Attach bills duly self verified.
  - b. Undertaking to be attached in case original bill is not available.
  - c. Summary of Expenses.
5. Purpose of Expense : \_\_\_\_\_
6. Total Amount Claimed : \_\_\_\_\_

(Signature of the Applicant)  
Date: \_\_\_\_\_

PI

Dean – R & D

Director

Payment Voucher (Fill up by Account Section)

Vr. No. ..... dt. ..... Account Head .....

Drawn Vide: Cash/Cheque No \_\_\_\_\_ Dt \_\_\_\_\_ Amount.....

Accountant

Section Officer

Deputy Registrar

Registrar