

CLAIM FOR REIMBURSEMENT OF TRAVELLING EXPENSES (PĀṬHAŚĀLĀS)

To be submitted to OM Charitable Trust

NAME & ADDRESS OF PATHASHALA :

MOBILE NUMBER
TO CONTACT:

NUMBER OF TEACHERS

NUMBER OF STUDENTS

TOTAL

TRAVEL DETAILS

HOME
TOWN:

BOARDING
STATION:

LINK
STATION:

TRAVEL EXPENSES FROM HOME TOWN TO NEAREST BOARDING STATION:

TRAVEL EXPENSES FROM BOARDING STATION TO LINK STATION/DESTINATION

TRAVEL EXPENSES FROM LINK STATION TO DESTINATION

FOOD EXPENSES ON TRAVEL

TOTAL ONWARD EXPENSES

RETURN TRAVEL EXPENSES

TWO WAY LOCAL CONVEYANCE AT ACTUALS IN CHENNAI (MAX ₹100 PER PERSON)

TOTAL TRAVEL CLAIM

NOTE

1. Reimbursement only to the bank account mentioned in the Enrollment form.
2. Reimbursement only against original onward train and bus tickets and photocopy of return tickets.
3. Food expenses at actuals is allowed only if oneway travel is more than 18 hours subject to a maximum of Rs. 250 per person per day

Date:

Name:

Signature:

Remark(If any):