



SATYAWATI COLLEGE

(UNIVERSITY OF DELHI)

ASHOK VIHAR, DELHI-110052

CONVEYANCE BILL

For Local Journey

Name _____

Designation _____

Date of Journey _____

Purpose of Journey _____

Travelled from _____ To _____

and back _____

Mode of conveyance used Bus / Scooter / Taxi / Own Conveyance

Amount claimed/Actually spent _____

Certified that this expenditure has been incurred by me and has not been claimed prior to this bill. Certified that public transport was not available and I have used taxi/Scooter or my own Car/Scooter.

Signature _____

Dated _____

Bill verified for Rs. _____ (Rupees _____)

Bursar

Section Officer [Accounts]

Conveyance Claim Sanctioned

PRINCIPAL