



# **PUNJAB HIGHER EDUCATION COMMISSION**

10<sup>th</sup> Floor, Arfa Software Technology Park, 346-B, Ferozpur Road, Lahore  
Ph. No. 042-99231903

## **Reimbursement Form for PHEC International Travel Grant**

<b>Applicant Details</b>			
Name			
CNIC/Passport Number			
Contact Details	Cell:	Email:	
Designation			
University/College (Place of posting)			
<b>Description of Conference / Symposium / Congress</b>			
Event Name			
Event Venue			
Start Date		End Date	
<i>Please attach a copy of invitation letter from the conference organizers and PHEC Award Letter for Ready Reference</i>			

<b>Expenditure Details</b>			
<b>Item</b>	<b>Approved Cost (Rs.)</b>	<b>Actual Expenditure (Rs.)</b>	<b>Remarks (if any)</b>
Travel cost			
Registration Fee			
Accommodation charges			
Daily living allowance			
Total			

Certified that the above expenditures have been incurred on the above mentioned conference/symposium/congress.

It is further certified that all the codal formalities and accounting procedures have been followed for the reimbursement of the expenditures.



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It is also certified that none of the above mentioned expenditure has been claimed from any other funding agency.

- Please submit only the original documents.
- Each Vouched Account must be verified by the concerned officer and pre-audited by the Treasurer and Resident Auditor of the Respective University.

Signature of the applicant  
(Official Stamp)  
Date:

University Resident Auditor  
(Name and official stamp)  
Date:

Treasurer/Director (Finance)  
(Name and Official Stamp)  
Date:

Head of Institution  
(Name and Official Stamp)  
Date: