

Format of Reimbursement of Hotel Charges



KENDRIYA VIDYALAYA SANGATHAN

SELF-DECLARATION CERTIFICATE

(FOR LEVELS 8 AND BELOW)

I _____ (Name of employee with Designation) certify that Rs _____ has been paid by me towards the Hotel Charges as per details given below:-

1. **Name of Employee** :
2. **Designation** :
3. **Pay Level & Basic Pay** :
4. **Kendriya Vidyalaya** :
5. **Name of Dwelling with Address** :
6. **City Name** :
7. **Period of Stay & Total Days** :
8. **Per Day Charges** :
9. **Total Amount Paid** :

Signature of Employee (With Date)

Format of Reimbursement of Travelling charges



KENDRIYA VIDYALAYA SANGATHAN

SELF-DECLARATION CERTIFICATE

(FOR LEVELS 8 AND BELOW)

I _____ (Name of employee with Designation) certify that Rs _____ has been paid by me towards the Travelling charges (within a city) as per details given below:-

1. **Name of Employee** :
2. **Designation** :
3. **Kendriya Vidyalaya** :
4. **Pay Level & Basic Pay** :

5. **Journey Details :**

Sl	Date	From	To	Type of Vehicle (Car/Auto/ Taxi/etc)	Vehicle No.	Total Dist. (in KM)	Amt. Paid
a)							
b)							
c)							
d)							
e)							
f)							
g)							
h)							

Signature of Employee (With Date)

Format of Food Bill/ DA Reimbursement



KENDRIYA VIDYALAYA SANGATHAN

SELF-DECLARATION CERTIFICATE

(FOR LEVELS 8 AND BELOW)

I _____ (Name of employee with Designation) certify that Rs _____ has been paid by me towards the Food Bill/DA as per details given below:-

1. **Name of Employee** :
2. **Designation** :
3. **Pay Level & Basic Pay** :
4. **Kendriya Vidyalaya** :
5. **Period of Absence** :
From
To
6. **Total No. of Days** :
7. **Total Amount Claimed** :
towards Food Bill/DA
@ _____

Signature of Employee (With Date)