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| **OFFICE OF DEAN (Research)** *(Empowering CRESCENT through Exemplary Research)* |

**CLAIM BILL**

*(For sitting fee, remuneration for attending RAC (DC) meeting / Viva-voce Examination for Ph.D.)*

1. **General Information**

i) Name of the Member / Expert with

 address :

ii) Name of the meeting : RAC – ( I / II / III / IV) / Viva-Voce Exam /

 Extension / Fellowship

 iii) Date of DC / Viva-voce meeting :

 iv) Venue of the Meeting :

 v) Name of the Scholar :

 vi) RRN :

 vii) Name & Designation of Supervisor :

 viii) Department / School :

1. **Travelling allowance, Incidental expenses (applicable if**

 **journey is performed from outside Chennai) Amount in Rs.**

 **Eligible Claimed**

 a) From To Mode

 i)

 ii)

 b) Incidental expenses

 c) Total claim made

 3. DC / Viva-voce sitting fees & local conveyance charges

 i) Sitting fees

 ii) Local conveyance charges

 iii) Total claim made

 4. Grand total of claim all relevant items :

 5. State to whom the amount is to be :

 paid / reimbursed

**Signature of the Supervisor Signature of the Member / Expert with date**

 **Dean (Research)**