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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)**