

**SOUTH ASIA FORUM FOR INFRASTRUCTURE REGULATION (SAFIR)**

Sectt.: C/o CENTRAL ELECTRICITY REGULATORY COMMISSION (CERC)

1st Floor, Chanderlok Building, 36, Janpath, New Delhi – 110 001, India

Tel No.: 0091-11-23753915 / Fax: 0091-11-23753920

**CLAIM FORM FOR REIMBURSEMENT OF TRAVEL EXPENSES**

Name: .....

Designation: .....

Organization: .....

Country: .....

**Details of Travel**

Date & Time	From	To	Mode of Travel /Ticket No. /Invoice	Amount (USD/₹)
Total				
Applicable bank charges				
<b>Grand Total</b>				
USD/Rupees.....				
.....				

- ❖ Whether certificate has been enclosed, in case of loss of boarding pass (Yes/No)
- ❖ Applicable bank charges stated above are provided after confirmation from Bank (Yes/No)

**RECEIPT**

Received a sum of **USD/Rupees** ..... from South Asia Forum for Infrastructure Regulation (SAFIR) Secretariat on account of Travelling Expenses incurred in connection with attending the 23<sup>rd</sup> Steering/ 13<sup>th</sup> Executive Committee Meeting (s)/Workshop of SAFIR held \_\_\_\_\_.

(Signature of the claimant)

**To:**

**SAFIR Secretariat, C/o. CERC, New Delhi**

**Note:** (i) Bank Details

- a) Name of Beneficiary: .....
- b) Bank Name & Address: .....
- c) Account No: .....
- d) IFSC Code: .....
- e) Swift Code (if applicable): .....

(ii) Original/copy of ticket(s) along with boarding passes and invoice(s)/bill(s) are **enclosed.**

*On the letterhead of member organization*

To,

Date:

**ASSISTANT SECRETARY**

SOUTH ASIA FORUM FOR INFRASTRUCTURE REGULATION (SAFIR)

Secretariat: CENTRAL ELECTRICITY REGULATORY COMMISSION (CERC)

1st Floor, Chanderlok Building, 36, Janpath

New Delhi -110 001, India

**Subject:** Loss of boarding passes/original bills with regard to travel of (Name of the participant)

Sir,

This is to certify that the Mr./Ms. has attended the \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_. The boarding pass for travel from \_\_\_\_\_ to \_\_\_\_\_ was inadvertently misplaced. Hence, amount of Rupees/USD \_\_\_\_\_ may be reimbursed to\_\_\_\_\_.

Sincerely,

Secretary  
(Name of the Commission)