



G L BAJAJ GROUP OF INSTITUTIONS
MATHURA (UTTAR PRADESH)

Application for taking ADVANCE / IMPREST MONEY for Official Tour(s)

Date: ___/___/___

Name of Employee : _____
Designation : _____
Department : _____
Purpose for taking advance : _____
Amount Required : ₹ _____

Details of Advance(s) to settle / not cleared, if any.

S No	Date of Advance taken	Purpose	Date of Bills Submission / Settlement	Remarks / Comments

Verification by Accounts

Comments : _____

Date: _____ (Signature)

(Signature of Applicant)

For Official Use Only

RECOMMENDED BY	APPROVED BY
Name : _____ Designation : _____ Signature with date : _____	Approved Amount : ₹ _____ (DIRECTOR)

-----ACKNOWLEDGEMENT-----

I, _____ hereby received ₹ _____ (in words) _____ through Cash / Cheque / Demand Draft subjected to produce bill(s) of the expense(s) within THREE working days.

Date: _____

(Signature of Receiver)

Note: In case of non-production of bills/evidence of expense(s), advance amount will be deducted from the due salary.