



Visvesvaraya Technological University TEQIP CELL

Ref: VTU/TEQIP 3/2019/

Date: 21/05/2019

Guidelines for Submission of Bills after the Program:

1. Bills to be obtained in the **TAX INVOICE** forms with GST No. and PAN No.
2. All the bills, and travel tickets shall be certified by the Program Coordinator and Principal along with seal.

Format of Certification-

This is to certify that an amount of Rs. _____ is spent towards _____ under TEQIP grant for the "Program Title" on "Date".

Program Coordinator
Signature with Seal

Principal
Signature with Seal

3. If the travel by air is claimed, tickets & Boarding Pass are to be mandatorily submitted.
4. Copy of Certificate of Registration is necessary if travelled by own car.

Note:

As per TEQIP Guidelines-

At place where no specific rates have been given prescribed either by the Directorate of Transport of the concerned State or of the neighboring states:

For journey's performed in own car/taxi	Rs. 24/-per KM
For journey's performed by auto rickshaw, ownscooter etc.	Rs. 12/-per KM


5. The admissible amount spent will be reimbursed to the "SB Account of Principal". Therefore, the completed **VENDOR FORMAT** is to be submitted along with Bills.



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6. If the amount exceeds \$1000 then the documents mentioned below are to be submitted mandatorily:
 - i. Invitation for Quotations.
 - ii. Comparative Statement of Quotations & Recommendation.
 - iii. Work Order for the supply.
7. TDS paid copy shall be submitted.
8. Academic Documents and Financial Documents including bills are to be bound separately with original copies of Utilization Certificates in both the files.


TEQIP Co-ordinator
Co-ordinator
TEQIP Cell
VTU, Belagavi.