Statement of Expenditure in support of Vouchers towards submission of claims for Reimbursement of Expenditure/Adjustment of Imprest and Temporary Advance

Name and Designation	:
Dept./Section	:
Purpose of Advance Drawn, if any	:

Vr. Sl. No.	Vr. Date	To whom paid	Brief particulars of expenditure	Amount Paid
1			скрепана	
2				
3				
4				
5				
			TOTAL:	

Imprest/Advance drawn, if any	:
Total Expenditure Incurred	:
Unspent Balance refundable*/Excess expdr. reimbursable	:

(Signature with date)

^{*}The unspent balance should be refunded forthwith and the Money Receipt issued by the Finance Office is to be enclosed with the Statement/Vouchers. Imprestholders, however, need not to refund the unspent balance, which is to be adjusted at the closure of a financial year.