**Form SC-02**

**Reimbursement Form for Grant of Conferences/Seminars**

|  |  |
| --- | --- |
| **Applicant Details** | |
| Name |  |
| CNIC/Passport No. |  |
| University/DAI |  |
| Contact Details | Cell: Email: |
| PHEC Award Letter No. Date: |  |
| *Please attach a copy of PHEC Award Letter for Ready Reference* | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure Details** | | | |
| **Item** | **Approved Cost**  **(Rs.)** | **Actual Expenditure (Rs.)** | **Invoice Page No.** |
| Accommodation for Foreign Invited Speakers |  |  |  |
| Accommodation for National Invited Speakers |  |  |  |
| Travel Foreign Invited Speakers |  |  |  |
| Travel National Invited Speakers |  |  |  |
| Publication |  | | |
| * Event Brochure |  |  |  |
| * Invitation Card |  |  |  |
| * Backdrop & Banners |  |  |  |
| * Abstract Book |  |  |  |
| * Conference Proceedings |  |  |  |
| Stationery  (Attach invoices and stock entry copy) |  |  |  |
| Contingencies |  |  |  |
| Total |  |  |  |

Certified that the above expenditures have been incurred on the above mentioned event. It is further certified that all the codal formalities and accounting procedures have been followed for in the audit to check the incurred expenditures. It is also certified that none of the above mentioned expenditure has been claimed from any other funding source.

THE Focal Person uNIVERSITY AUDITOR (Signature and Official Stamp) (Signature and Official Stamp)

tREASURER/dIRECTOR (fIN) HEAD OF INSTITUTION

(Signature and Official Stamp) (Signature and Official Stamp)