

**Subject: Claim of Hotel charges on transfer.**

(subject to maximum of 15 days where accommodation is not provided by the company)

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| <ol style="list-style-type: none"> <li>1. Entitlement - Employee.</li> <li>2. Purpose - Reimbursement of lodging charges for staying in a hotel till he / she arranges for an accommodation in the new place of posting, provided company arranged accommodation is not available. To confirm availability of company accommodation concerned project head to be contacted. In case of Delhi, Corp. office is to be contacted.</li> <li>3. Entitlement of room rent will be as notified by the company from time to time.</li> <li>4. Can claim for 15 days with the approval of project head.</li> <li>5. To be claimed at the new place of posting only.</li> </ol> |
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<p>Note:</p> <ol style="list-style-type: none"> <li>1. Information in respect of all columns is compulsory for processing of application.</li> <li>2. * strikeout whichever is not applicable</li> </ol>
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1.	Emp. code No.		2.	Name of the employee	
3.	Designation		4.	Status	* Regular / Probation / Deputationists / Ad hoc / Contract

5.	Details of Office order of transfer			Office order no. _____ date _____			
6.	Transfer	a)	From				
		b)	To				
7.	Whether 'no room certificate' obtained from the concerned project head? If so, enclose proof thereof.						
8.	Details of claim for lodging charges						
	Name of the Hotel		No. of days for which claims is made	Room rent entitlement per day	Amt. claimed per day	Total entitlement	Total claim (limited to previous col.)
							Rs.
							Rs.
						Total	Rs.
9.	Amount claimed					Rs.	

Encls: (Tick mark the documents attached)

- ( ) 1. No room Certificate  
( ) 2. Hotel Bill

Signature of the employee \_\_\_\_\_

Project / Functional Head

FOR USE OF ACCOUNTS

The above information has been checked / scrutinized. Employee is eligible for Reimbursement of Hotel Allowance - Rs. \_\_\_\_\_. Competent Authority for Approval is \_\_\_\_\_ (Ref. Item No. \_\_\_\_\_ of SOP). Submitted for approval please.

Finance Head

Dealing Official