

Reimbursement of Expenses & Accounting

--- Ramana Athreya

1. Receipts for Reimbursement of Expenses
2. Account sheet

1. Receipts for Reimbursement of Expenses

Any expense incurred for the project will be reimbursed provided a receipt for the same is produced. Many commercial entities (hotels, restaurants, shops, etc) do not have receipts in the remote areas that we work in. However they are usually willing to sign a receipt if you prepare one. It is your responsibility to get a receipt for all expenses if you wish to be reimbursed

A basic receipt has the following structure.

Receipt		SEQ #
Received from	<u>Your full name, IISER-Pune (Project: Ramana Athreya)</u>	
The sum of Rupees	<u>amount in words (numerals)</u>	
For	<u>whatever service (e.g. Jeep rental, travel, purchase of articles or wages)</u>	
<hr/>		
Date: <u>Date</u>	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Revenue Stamp if more than Rs. 5000</div>	
If needed, Use this area for recording extra information Use the obverse side for more details	Signature	
	Name of the service provider	
	Address:	
	Phone:	

Please use legible handwriting

Note:

1. If vehicle rental mention the origin, destination, distance and/or duration, vehicle number and driver's name
2. If purchase of articles mention the list of items on the reverse of the receipt
3. If wages mention the name of the person, work done and the number of days
4. If the expenditure is in excess of Rs. 5000 the receipt must carry a revenue stamp, with the signature partly across the stamp.

Printed receipts of the above kind may be bought in stationery stores for about Rs. 50. It is strongly recommended that all project personnel carry one along with a dozen revenue stamps (available at a post office)

Each receipt should have a sequence number starting from 1 for each batch (see top right corner of the receipt)

2. Account Sheet

1. Submit the expense receipts
 - once every month, or
 - when the received advance is completely spent, or
 - within 2 weeks of the end of a visit
2. List the expenses in the format below in a spreadsheet – use one sheet per project
3. Order the receipts by date; tag each receipt with a sequence number starting with 1 for each batch
4. If the receipts are small (less than half an A4 sheet) then stick one or more on an A4 sheet, in the same order as the sequence numbers

Project	Person	Head	Rcpt#	Date	Place	Detail	Amount	Comments
See list below	your name	See list below	1.	dd-mm-yyyy	Pune, Tezpur, Tenga, etc	brief description of item, quantity and seller	Rupees	If any
			2.					
			3.					

Project Code
ABP-Ant
ABP-Bird
ABP-Butter
ABP-Frog
ABP-Moth
LAB-Pune
ABP-Misc

Head Code	Explanation
Trav	Long distance travel by public vehicle
Veh-LC	Local conveyance
Veh-RT	Vehicle rental – travel (includes driver expenses)
Veh-RF	Vehicle rental - Field
Veh-F	Vehicle fuel
Veh-M	Vehicle miscellaneous (repair, etc)
Living	Food, etc
Acco	Accommodation
Camp	Camp supplies: related to work
Equip	Equipment
Wage	Salary for field assistants