Meerut Institute of Engineering & Technology

N.H. 58, Baghpat Road Crossing, Bypass Road, Meerut – 250 005. UP (India)

S. No. …… Date : ……..……..

ACCOMMODATION / MEAL UTILIZATION FORM

(To be maintained by respective in-charge / care-taker)

Purpose of Visit : ……..

……

Contact Person of the Institute : ……..…… Mobile : ……..….

Designation : …… Dept : ……..

Details of Guest(s) :

S. No.	Name	Affiliation	Gender	Mobile	Signature

Room Allocation : Guest House / Hostel Name of Hostel : ……

Room Number					
Allotted To (S. No.)					
Check-in Date					
Check-in Time					
Check-out Date					
Check-out Time					

Meal Provided :

	Breakfast	Lunch	Snacks	Dinner		Name of Other Item Provided	Quantity
Date						1.	
Total Nos.						2.	
Time						3.	

Incurred Cost : **To be Paid by Guest #** Room Rent : Yes / No Meal / Food : Yes / No

Total Rooms	Room Rent (Rate)	Total Cost (Accommodation)		BF / Snacks @ ……..		Lunch / Dinner @ ……			TOTAL	Payment Received, if any
				Nos.	Cost	Nos.	Cost			Yes / No
										Rs.

Any other information : ……

……

…… (Signature of I/c / Care-taker)

OFFICE USE ONLY	Registrar Office	Account Section	Final Approval