



Gujarat National Law University

GUJARAT NATIONAL LAW UNIVERSITY

Memorandum of Obligation and Disbursement (MOD)

MOD No. Sr. No/month/year & Date: _____

From:	
2025-26 Budget Code and Allocation Amount:	
2025-26 Amount Spent as on date of request:	
2025-26 Amount Available as on date of request:	
New Request for Authorisation of Expenditure	
Purpose:	
Travel (air/train/car/public transport): From - To	
Travel between Airport and GNLU:	
Boarding (amount per day & total):	
Lodging** (amount per day & total):	
Honorarium (amount per unit & total):	
Mementos (amount per unit & total):	
Abstracts & Proceedings (amount per unit & total):	
Stationary (total):	
Communication (total):	
Internal Expenses – lights, tea/coffee, etc.:	
Honorarium to Internal Staff Members (amount per unit & total):	
Overtime (total):	
Miscellaneous:	
2025-26 Amount Available after Requested Authorisation:	
Remarks:	
Through: Head, Academic Affairs	
Through: Registrar	
To: Director	
Original: Head of Budget, Accounts and Finance Copy 1. Secretary to the Registrar/Head, Academic Affairs 2. Self	

Enclosure:

Note: MOD Sr. No. Shall be obtained from Secretary to the Registrar/Academic Administrator to the Head, Academic.

** : Notional Charge.