



**Fund Disbursement Form**

**Header Details**

Email\* \_\_\_\_\_ Mobile\* \_\_\_\_\_

First Name\* \_\_\_\_\_ Last Name\* \_\_\_\_\_

Request Type\*  Request for Advance Payment  Actual Expense Report

In case of Request for Advance Payment

Proof submission is pending for last advance

In case of Actual Expense Report

Against last advance  Against own expense

Date of last advance \_\_\_\_\_ Last advance amount \_\_\_\_\_

**Expense Details**

Category	Amount
1. Education related	_____

Details

2. Lodging & Transport	_____
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Details

3. Food Items	_____
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Details

Category

Amount

4. Cloths & Garment

Details

5. Others

Details

Additional Comment

**Total Amount**

**Instructions:**

1. Fields mark with \* are mandatory.
2. If you have taken advance earlier, you can not raise an advance request without submitting expense proofs for your last advance. You should submit all the proofs for actual expenses against your last advance as soon as possible.
3. You can raise a new advance request by providing estimated amounts of different expenses you may incur. If the proofs for last advance is pending, you can attach all the documents at the same time.
4. If you have not taken any advance, you can submit actual expenses along with proofs at the same time to process in one go.
5. If you can not get a money receipt/bill in certain case, you can take self declaration by the payee. You can get a printable template from our Google drive <https://drive.google.com/file/d/18aT1pLLIMuuOOswXu97A5-vdRHfYT3zQ/view?usp=sharing>
6. Attach all the money receipts/bills/self-declaration documents as proof for all the actual expenses.

**Terms & Conditions and Privacy Policy:**

- Your application constitutes your agreement to all the terms, conditions, policies of My Children Foundation. For detailed T&C, please check our website <https://my-children.org/terms-and-conditions/>
- You explicitly consent to the collection, hosting, use, disclosure and other processing or handling of information as described in the My Children Foundation's Privacy Policy located at [www.my-children.org/privacy-policy](http://www.my-children.org/privacy-policy) as such policy may be amended by My Children Foundation in its sole discretion from time to time.
- All the information and documents shared along with this application is voluntarily, without any pressure.
- All of the information, data and other materials provided by applicant in support of claim are accurate and truthful in all respects
- For any concerns or queries, you may email at : [info@my-children.org](mailto:info@my-children.org) or call +91-9163330079 or visit <https://my-children.org/contact-us/>

I confirm the information provided herein is accurate and the documents submitted are genuine. The decision taken by My Children Foundation will be final & binding

Beneficiary's/Legal Custodian's  
Signature/Thumbprint with Date