

**CLAIM FOR REIMBURSEMENT OF MONTHLY
CONVEYANCE EXPENDITURE**

Name of Employee:	Employee No:
Designation:	Department:

Period of non-utilisation (tour, all types of leave including CL)	Total days of utilisation	Claim Month	Amount claimed
From To			Rs.

Certificates-

1. I do hereby certify that I have maintained Car /Jeep /Maruti Van /Scooter /motorcycle Registration No..... in proper running condition and utilized the same in the performance of official journeys except during the period indicated above.
2. I do hereby certify that the Company's vehicle has not been used by me in performance of official journeys for a total distance upto 200 Kms. in the above period or to any of the places/sites.
3. Expenditure incurred on the maintenance and running of the vehicle for official purposes during the above period was not less than the amount claimed.
4. In case of journey beyond 200 Kms., details of all official journeys performed (including 200 Kms) should be given separately for reimbursement after getting sanctioned by the Competent Authority.

Signature of Claimant

Date

For Use in Accounts Department

Passed for payment of Rs.Received Rs.....		
(In words).....		
Account Code:	Amount Rs.	Cash Code:
Accountant	A.O./Sr.A.O.	
Date	Date	Signature of Employee

