

**CLAIMS FOR REIMBURSEMENT OF EXPENDITURE TOWARDS REPAIR AND  
MAINTENANCE OF VEHICLE**

**Name:**

**Employee No:**

**Designation:**

**Department:**

1. It is certified that I am maintaining Car/Motorcycle/Moped.
2. It is certified that my entitlement as on 1<sup>st</sup> April \_\_\_\_\_ date of sanction of monthly conveyance reimbursement was for \_\_\_\_\_ (type of vehicle). \_\_\_\_\_
3. It is certified that the vehicle was maintained in good condition during the financial year/period  
It is requested that expenditure incurred by me towards repair and maintenance of my vehicle equivalent to two months rate of reimbursement of monthly conveyance as admissible to me may kindly be reimbursed for the above period.

**(Signature of Employee)**

**Head of concerned Finance Department**

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**(For use of Finance Department)**

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ )

reimbursement to Shri \_\_\_\_\_ Employee No. \_\_\_\_\_

Designation \_\_\_\_\_ for the financial year \_\_\_\_\_  
towards expenditure on repair and maintenance of vehicle.

**Accounts officer**

Received Rs. \_\_\_\_\_

**Signature of applicant** \_\_\_\_\_