DEPARTMENT OF COMPUTER SCINECE & ENGINEERING

Date: …………………………

To,

JR (E-I)

IIT Delhi

Sub: Reimbursement of relocation expenses

Dear Sir,

I joined IIT Delhi on ………………………….. as an Assistant Professor in the Department of Computer Science and Engineering (Employee Code: …………………………). Prior to joining IIT Delhi, I was working as an ……………………. at…………………. To relocate from ……………….. to …………………………., I incurred a total expense of INR ………………………………../- The break-up is provided below. The receipts are attached along with this letter. If you could reimburse the expenses, then that would be very helpful.

**Expense Type**

**Amount**

**Description**

Airfare

Air India ticket

Taxi

Chennai Home to Delhi Airport

Taxi

Delhi Airport to home

Relocation of goods

……………..Packers and Movers

Total

Best regards,

Faculty name

(Assistant Professor)

Thr: HOD, CSE